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ABSTRACT

This report provides technical information on an on-line student registration system developed by Montgomery College. Part I, Systems Development, describes the background, objectives and benefits, system design, and reports generated by the system. Part II, Operating Instructions, describes input forms, registration system functions, file maintenance for various types of transactions, and general information for the terminal operator. Part III, System Controls, describes the responsibilities of the Records Office and the Data Systems Office in maintaining the system. Flow charts are included throughout the report to graphically display the various computer processes. Pictures of data displays on computer terminals illustrate the functions and capabilities of the system. (JDS)

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data systems center

student system on-line registration

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OCT 1976

by
Mary Ellen Michael

The On-Line Student Registration System

The development of the Student Registration System as an on-line process was the next logical step in a continuing effort to better serve the community. The on-line process eliminates the nightmarish "bull-pen" registrations bemoaned by faculty and students for years. In addition, students can better plan their course of study having immediate response to course requests.

The system was partially implemented in Summer and Fall '76. Complete conversion to on-line processing begins with the Spring '77 semester.

The success of this system is due primarily to the effort of many College employees who worked relentlessly, in spite of setbacks to bring about the end result. Particular recognition is due the Director of Systems and Programming, Mrs. Betty Wang, who coordinated the project and carefully planned its development from the very start. Valuable support and cooperation was received from the Campus Registrars and their staff particularly Mr. Jim Darr, Rockville Registrar. Mr. Jim Noles, Systems Programmer should certainly be commended for devoting many long hours to the development and maintenance of the software and hardware which makes the on-line system possible. The programmers, particularly Ms. Linda Chrisler, also are to be commended for their long hours of work on this system.

Finally, a word of thanks should go to the IBM personnel who provided valuable advice and support which enhanced the process of learning to use the new software and hardware efficiently.

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I. System Development

A. Background

1. The on-line registration system is a logical extension of the batch-mode system with the benefits of on-line processing. The batch system adequately fulfills the data requirements. Accuracy and timeliness, however, have been constant problems which on-line processing should alleviate.
2. The batch-mode system had certain distinct functions which required batching and keypunching of several different input documents. Reports and error listings indicated which data were processed against the files and which were rejected due to error conditions. The erroneous data was corrected and re-entered in a later batch.
3. The on-line system performs the same functions. The user, however, enters the data directly into the computer files via the terminal. Error conditions are displayed and must be corrected immediately. The new system continues to produce some reports off-line. The greatest advantage with the new system is instant access to the current status of a student's schedule and the ability to immediately update that schedule.

B. General Description

1. The nature of on-line processing dictates changing certain features of the batch-mode system. For example, the distinction between early, regular, and late registration, from a processing standpoint, is less apparent. The three types of registration are handled, internally, by the same set of processing modules. While the external procedures may continue to differentiate between the three types, the effect will be a rolling registration which will spread the workload more effectively.
2. Changes to the current input documents are minimal. These documents will be used at the terminal to key in the schedule information. The computer programs will perform edits on the keyed data. Errors must be corrected by the terminal operator before any file updates are effective. Updates to the files are immediate upon submission of error-free data through the terminal.
3. Registration statistics will be maintained by the programs. These statistics are available either on-line or off-line.
4. The student balance will be computed and displayed on the terminal upon successful completion of the registration process. The student may pay the bill immediately by going directly to the cashier or the current billing system will issue a statement at a later date.
5. Other functions performed by this system are: drop/add, student schedule maintenance, complete withdrawals. In addition, two inquiry functions are available. One is

to display a student's current schedule. The other is an inquiry of the Master Schedule class status (Tally Sheet). This second inquiry function has several options for displaying any particular class or which classes have closed since a certain hour or which classes are open or closed. Finally, there is a function to update remaining seats on the Master Schedule file.

6. Security of the system is maintained by use of passwords and operator names. These security items must be keyed correctly at the terminal to sign-on. Unless sign-on is accomplished properly, no activity can occur on the terminal. The security features will also prevent unauthorized operators from performing certain critical functions, such as schedule maintenance, while allowing that operator to perform other functions such as registration or drop/add. This security is not fool-proof, however. Its effectiveness is directly related to the care taken by each operator to insure that no one else uses the terminal while he/she is signed-on.

C. Objectives and Benefits

1. By the elimination of batching and keypunching input documents, the on-line system relieves a major bottleneck which has hindered the maintenance of timely information in batch-mode. Possible errors introduced by the punching of data by operators unfamiliar with that data is also eliminated by the new system.
2. The on-line system puts more of the responsibility for timely, accurate data on the user. The data processing staff no longer handles the input documents. The user now keys data directly into the files via the terminal and views the updated record on the screen. Sight-checking by the terminal operator aided by program edits should insure virtually error-free files.
3. The user now has access to the most current data. In the past, a report was almost always out-dated by the time the user received it.
4. Because the user now has "hands-on" access to the data base, a machine failure is much more citical. Precautions must be taken to minimize the effect of the inevitable failure. Backup reports and files will be maintained by data processing. The user should establish back-up procedures to handle a machine-failure situation.
5. The batch mode system consisted of 2 sets of programs. One processed early registrations while the second processed regular and late registration, drop/add and complete withdrawals.
   a. The early registration process started with registration forms mailed to the students. The completed forms were returned, keypunched and processed on a priority system established by each campus.

b. When the student returned the form to the College, there was at least a 2 week delay before the student knew what courses were actually scheduled.
c. Batch-mode regular registration required the student to be present at a given time. Students stood in many long lines to register one course at a time. When time conflicts or closed section problems occurred, the student frequently had to go back to a previous line and drop or add sections to get a schedule established.
d. The batch drop/add procedure consisted of a student filling out the proper form and turning it in at the Record's Office. The form was keypunched and processed over the next week. The student was not aware of any problems with the transaction for some time after submitting the request.

6. The on-line system is much simpler from the student's point of view. Administratively it is also more accurate and timely.
a. The student stands in only one line to register for all courses. When the student leaves the terminal he knows his exact schedule. A priority checking capability exists in the new system so students may still be registered by a priority standard established by each campus.
b. The drop/add procedure also has the advantage of immediate response to a change request. The student knows what change was made when he leaves the terminal.
c. The new system provides accurate and timely information on the registration status either overall or on an individual student basis.

D. System Design
1. General Description
a. The initial phase of the registration system is the student registration procedure.
(1) A student must complete the registration form, obtain the adviser's signature and proceed to the terminal where the registration is keyed in.
(2) If the student is delinquent to the Library or to the Cashier's office, he must obtain the appropriate clearance forms and submit them to the terminal operator who will override the delinquent status.
(3) If the student is not a current enrollee and has not been previously admitted for the registering semester, this system automatically interfaces with the on-line admissions system. The terminal will display the screen for an admissions transaction and return to the registration screen after the necessary admissions data has been updated.
(4) If the student is attempting to register for a class which is full, he has the option of selecting an alternate section (alternates may be displayed on the terminal) or by obtaining the signature of the appropriate department head authorizing the terminal operator to override the closed class condition.

(5) The student may request that the operator override a time-conflict. He could also select an alternate section. If the student chooses to override, it is his responsibility to make special arrangements with the instructors involved.

b. The student is now registered for the semester.

c. Up to a given date (maintained on a system file), the registration module will generate a transaction on disk from which an invoice is printed on a daily basis.
   (1) The invoices are sent to the Records Office where they are mailed to the students.
   (2) During this period, the billing screen should be used on the terminal to enter parking and insurance fees on the invoice.
   (3) This does not interface with the batch-mode Billing system at this point. Since the billing screen is optional, the Billing system cannot depend on parking and insurance always being entered on the terminal. Thus, for the billing system input, the parking and insurance fees are input separately from the Cashier's card which is part of the registration form.

d. When a student either pays the bill or obtains the necessary Financial Aid, the Cashier's office submits a registration reserve transaction to the Billing system.

e. Periodically, Data Systems runs the delete no-pay procedure.
   (1) Payment due-date is determined by the registration date. If the run date is later than the payment date and the student does not have a registration reserve indicator, the program will delete the registration.
   (2) The delete no-pay procedure produces mailing labels so the Records Office can notify the student of the deletion.

f. On a given day near the start of the new semester, the registration system stops outputing invoices.
   (1) Students are instructed to pay the Cashier immediately after registering.
   (2) The delete no-pay procedure is still used at certain intervals to delete unpaid students.

g. Once registered, a student may either change his schedule or completely withdraw by filling out the appropriate forms and obtaining the necessary signatures.

h. Also, the Records Office may make maintenance changes as well as inquiries for the registered students.

i. The on-line system automatically generates batch-mode billing transactions for late fee waiver drop/add fee and drop/add fee waiver.
   (1) A drop/add fee is charged after a certain date maintained on a system file which is accessed by the on-line programs.
   (2) If the student has the proper approval, the terminal operator can waive either the drop/add fee or the late fee. The billing screen must be used to do this.

j. The Student Master file is backed-up in two ways.
   (1) The entire disk pack is copied twice a day.
   (2) A batch-mode program creates an application tape and Section Report tapes for each semester.
      (a) This program also performs edits on the file so the data will be clean for State Aid reports.
      (b) The errors are forwarded to the Records Office for correction.
   (3) In the event of equipment failure, the files may be restored by either copying the entire pack or by using the Application and Section Report tapes to re-create the Master file.
   (4) The on-line system also maintains a Journal file of record images after update. Thus, the Master file can be updated right to the point of the failure, using the back-up procedures and the Journal file.

k. The on-line system maintains seat counts on the Master Schedule file whenever the Student Master file is updated.
   (1) In addition, the seat counts and class sizes can be updated or displayed through the terminals.
   (2) Another feature provides for a display of classes which closed after a given hour of the day to facilitate updating of closed class lists.

l. Whenever a section is cancelled through the batch-mode update of the Master Schedule file, the on-line registration system will automatically drop and flag the course as cancelled on the individual student records. This is done when the student record is accessed through the terminal and also when the Student Master file backup program is executed.
   (1) A "c" will appear in the audit indicator field on the screen and the day before the first day of classes will be inserted automatically in the drop date. This will insure a full refund.
   (2) If a cancelled class is reactivated, the "c" will be removed from the audit indicator but the course will remain as a drop on the student's record. The Record's Office should key in reactivates for those students who wish to remain in the section.

m. The on-line system is capable of storing and maintaining registration data for up to 3 semester concurrently.

n. In the event of machine failure, a tally sheet backup system has been established.
   (1) The latest tally sheet is used and the section seat count is updated manually on each course as students are registered.
   (2) The actual registrations are then keyed in at a later time after the machine problem is corrected.
   (3) Using this method, all registrations taken in the

Tally Sheet system must be keyed in before on-line processing can resume. This is to insure that accurate section seat counts are available to the on-line system.

2. Data Elements for the Student Master File

The Student Master File contains complete records on all students that have been accepted for a future semester, are currently enrolled or have not been away from the college for more than three semesters. The file contains minimum data records for all other applicants or enrollees.

The Student Master File is a variable length VSAM Disk file. Relatively static data such as Student Name, I.D. Number, Sex, and Birth Date is maintained in the fixed length portion of the record (minimum data). Data pertaining to Address, High School, Academic Status, and Class Schedule is maintained as trailer records in the variable length portion of the record.

Field Title	Length	Field Description
I.D. Number	10	Social Security Number or number assigned by admissions department It is entered from the student admission application. Acceptable number is 1 through 1999999999. No duplicate numbers exist on the file.
Student Name	21	This field is also entered from the admission application. It may be changed but will never be blank.
Campus	1	This field is also entered from the admission application. It may be changed but must be G, R, or T.
Sex	1	This field is also entered from the admission application. It may be changed but must be M or F.
Current Curriculum	2	This field is also entered from the admission application. When first entered it is considered the Curriculum Applied For. It may be changed but must match one of the entries on the Curriculum Table File (SSG).
Semester/Year Applied For	3	This field is also entered from the admission application. It may be greater than or equal to the current semester and year but never less.

Field Title	Length	Field Description
Application Date	6	This field is generated by the computer but may be overriden by the terminal operator. The application year must not be less than the current year.
Accepted Date	6	This field is generated by the computer but may be overriden by the terminal operator. The accepted year must be less than the current year.
Residence Code	1	This field is also entered from the admission application. It may be changed but must match one of the following: 1 - County Ø - Senior Citizen 2 - State 3 - Out of State 4 - Employee
County Code	2	This field is also entered from the admission application. It may be changed but must match one of the entries on County Table File (SCY).
Birth Date	6	This field is also entered from the admission application. It may be changed. If changed, the entire field must be reentered, not just month, day, or year.
Semester/Year First Entered	3	This is a computer generated field. The current term semester/year is placed in the record after the semester has started for the students who are enrolled. It is only generated for the student's first semester. May be blank.
Semester/Year Last Attended	3	This is a computer generated field. The current semester/year is placed in the record for those students who are enrolled after each semester is started. May be blank.
Graduate Flag	1	This field is generated by the Grade History System for students who received a certificate or a degree from the College. C = Certificate A = Degree May be blank.

Field Title	Length	Field Description
Batch Flag	1	This is a computer generated field. It is a note to the report generation program indicating the reports to be generated for this record. A = Label C = Label and Letter B = Label and Card D = Letter only BLANK = Nothing printed
Batch Date	6	This is a computer generated field. It is a note to the report generation program indicating the date the reports are to be printed.

NOTE: Each time a Student Master record is updated an entry is made in the Daily Transaction Index. If the record is updated in a Partial, Complete, or Walk-In mode, the Batch Date and Batch Flag will be generated. The Update mode will not set either of these fields. If an entry is found in the Daily Transaction Index and the Batch Date is not equal to the Current Date, a Transaction Report record will be generated. If an entry is found in the Daily Transaction Index and the Batch Date is equal to the Current Date, report records will be generated as required by the Batch Flag. These records will automatically generate Transaction Report records.

Date Updated	6	This is a computer generated field. The system date is automatically placed in the record whenever any field is changed.
Number of Segments	2	This is a computer generated field. It contains the number of fixed length segments (trailer records) containing data for this record.

NOTE: Trailer records appear in any given record in sequence by Segment I.D. Number.

Field Title	Length	Field Description
ADDRESS TRAILER		
Segment I.D.	2	Segment I.D. is "02".
Address	26	This field is entered from the admission application or from the change of address form. Maybe blank.
City and State	16	This field is entered from the admission application or from the change of address form.
Zip Code	5	This field is entered from the admission application or from the change of address form. May be blank.
Telephone Number	7	This field is entered from the admission application or from the change of address form. May be blank.
Marital Status	1	This field is entered from the admission application. It may be changed but must be one of the following: BLANK 1 = Single 2 = Married
Race	1	This field is entered from the admission application. It may be changed. It must be blank or match one of the following: 1 = American Indian 2 = Black 3 = Oriental 4 = Spanish American 5 = White 6 = Other 7 = Foreign

Field Title	Length	Field Description
HIGH SCHOOL TRAILER		
Segment I.D.	2	Segment I.D. is "03".
High School Code	2	This field is entered from the admission application. It may be changed. It must be blank or match one of the entries in the High School Table File (SHS).
High School Name	30	This field is entered from the admission application or is generated by the High School Code. The generated data will replace entered data. May be blank.
High School State Code	2	This field is entered from the admission application or is generated by the High School Code for Montgomery County schools. Generated data will replace entered data. May be blank.
High School Year Graduated	2	This field is entered from the admission application. May be blank.
High School Rank	4	This field is entered from the admission application. May be blank.
High School Class Size	4	This field is entered from the admission application. May be blank.
High School Percentile	4	This is a computer generated field using Class Size and Rank.
High School Grades	4	This field is divided into four (4) areas. The data is entered from the admission application. The sequence of the areas is as follows: English, Math, Science, Social Studies. Any or all of the areas may be blank.
A.C.T. Scores	10	This field is divided into five (5) areas. The data is entered from the admission application. The sequence of the areas is as follows: English, Math, Social Studies, Science, Composite. Any or all of the areas may be blank.
A.C.T. Type	1	This field is entered from the admission application. It reflects the type of A.C.T. data. Blank = Score P = Percentile

Field Title	Length	Field Description
ACCEPTANCE TRAILER		
Segment I.D.	2	Segment I.D. is "04".
Accept/Reject	1	This field is entered from the admission application. It may be changed. If the student has not been accepted it may be blank, otherwise it must match one of the following: 1 = Accepted 2-6 = Rejected
Acceptance Condition	2	This field is entered from the admission application. It may be changed. If the student has not been accepted this field may be blank otherwise it must match one of the entries in Acceptance Condition Code Table File (SAC).
Country Code	3	This field is entered from the admission application. It may be changed. The code entered must match one of the entries in Country Code Table File (SCT). If no data is entered and the Visa Status is blank, code 297 (United States) will be automatically placed in this field.
Counselor Code	2	This field is entered from the admission application. It may be changed. If a counselor has not been assigned this field may be blank otherwise it must match one of the entries in Counselor Code Table File (SCN).
Adviser (T)	3	This field is entered from the admission application. It may be changed. This field may contain data only if the Campus is equal to "T". The code entered must match one of the entries in Table File SAD. If the Curriculum is equal to 96, 98, or 99 (non-matriculated) this field may be blank.
Adviser Department (R & G)	2	This field is entered from the admission application. It may be changed. This field may contain data only if the Campus is equal to "R" or "G". The code entered must match one of the entries in the Department Description Table File (SDP). If no data is entered and the Campus is equal to "R" or "G" the department code will automatically

Field Title	Length	Field Description
		be generated by using the Advising Department code from the matching current curriculum in the Curriculum Table File (SSG).
Classification	1	This field is entered from the admission application. It will be changed under program control for continuously enrolled students. It may be changed. If the student has not been accepted, this field may be blank otherwise it must match one of the following: 1 = New 2 = Reenrollee 3 = Transfer 4 = New/Degree 5 = Old 6 = Transfer & Reenroll 7 = Reapply 8 = Post Graduate
NOTE: After a student has been enrolled for one semester his classification will automatically be changed to 5 (old). This student's classification will remain 5 (old) until the student reapplies for admission.		
Curriculum in Process	2	This is a computer generated field and is used primarily for Special to Regular curriculum changes. The Current Curriculum is moved to this field and the new curriculum is placed into the Current Curriculum field. If the field is equal to Special (99) and the Current Curriculum is not equal to Special and the Curriculum Change Date is equal to the Current Date and the student has been accepted, a Special to Regular Acceptance Letter will be generated.
Curriculum Change Date	6	The current date is moved into this field whenever a curriculum change is made.
Off Campus Indicator	1	This is a computer generated field. It is generated by the Registration system. This field will contain a "1" for any student that takes an off campus course; otherwise this field will be blank.
Complete Withdrawal	1	This is a computer generated field. It is generated by the registration system. When Student Load Hours reach zero for the current semester a "w" is placed into this field; otherwise this field will be blank.
Class	1	This is a computer generated field. It is generated by the Grade History system. This

Field Title	Length	Field Description
		field will contain the following codes: Blank = Not completed one semester 1 = Freshman - Matriculated student earned 27 hours or less. 2 = Sophomore - Matriculated student earned 28 hours or more. 3 = Special - Determined by curriculum. 4 = Early Placement - Determined by curriculum.
Day, Evening. Day/Evening	1	This is a computer generated field. It is generated by the registration system. This field will contain the following codes: 1 = Day - Students with all courses before 5:00 p.m. 2 = Evening - Students with all courses after 5:00 p.m. 3 = Day and Evening - Students with courses before and after 5:00 p.m.
Transfer/Occupational	1	This is a computer generated field. It is associated with the curriculum code. It is generated for new curriculums and curriculum changes. The codes are taken from the Curriculum Table File (SSG) and are as follows: 1 = Transfer Program 2 = Occupational Program 3 = Special 4 = Early Placement
Complete Status	1	This is a computer generated field. It indicates the processing status of the application. Blank = Complete 1 = Partial 3 = Walk-In
Veterans Code	1	This field is entered from the Financial Aid Card form. It may be changed but must match one of the following: Blank = Non-Veteran W = Widow/Wife V = Veteran O = War Orphan R = Voc. Rehab. C = Pension Child S = Active Duty
Veterans Status	1	This field is entered from the Financial Aid Card form. It may be changed but must match one of the following. Blank = No Hours 1 = 5 hours or less 2 = ½ time or 6-8 hours 3 = 3/4 time or 9-11 hours 4 = full time or 12 hours or more

Field Title	Length	Field Description
Visa Status	1	This field is entered from the admission application. It may be changed. It may be blank otherwise it must match one of the entries in Visa Table File (SVI).
English Proficiency	2	This field is entered from the admission application. May be blank.

Field Title	Length	Field Description
ACADEMIC STATUS TRAILER		
Segment I.D.	2	Segment I.D. is "05".
Academic Status	1	This field is generated by the Grade History System when grades are prepared or at the end of the semester. The codes are as follows: Ø = Clear 1 = Honors - Dean's List 2 = Probation Removed 3 = Missing Grade 4 = Academic Probation 6 = Incomplete Grade 7 = Academic Restriction
Current Hours Attempted	3	This field is computed by the Grade History System (99V9). It contains the credit hours attempted for the last semester enrolled. May be blank.
Current Hours Earned	3	This field is computed by the Grade History system (99V9). It contains the credit hours earned for the last semester enrolled. May be blank.
Current Quality Points	3	This field is computed by the Grade History system (99V9). It contains the quality points for the quality point average for the last semester enrolled. May be blank.
Current Quality Point Average	4	This field is computed by the Grade History system (9V999). It contains the quality point average for the last semester enrolled. May be blank.
Current Load Excluding Audit	3	This field is computed by the Registration system (99V9). It contains the total load hours excluding the load hours for audit courses for the semester indicated in the Schedule Data Table File (SCD).
Cumulative Hours Attempted	4	This field is computed by the Grade History system (999V9). It contains the credit hours attempted for all semesters enrolled including the last semester enrolled. May be blank.

Field Title	Length	Field Description
Cumulative Hours Earned	4	This field is computed by the Grade History system (999V9). It contains the credit hours earned for all semesters enrolled including the last semester enrolled. May be blank.
Cumulative Quality Points	4	This field is computed by the Grade History system (999V9). It contains the quality points earned for all semesters enrolled including the last semester enrolled. May be blank.
Cumulative Quality Point Average	4	This field is computed by the Grade History system (9V999). It contains the quality point average for all semesters enrolled including the last semester enrolled. May be blank.
Cumulative Hours Earned Not Including Incompletes	4	This field is computed by the Grade History system (999V9). When a student has missing or incomplete grades, the above mentioned current and cumulative fields will contain blanks because averages can not be computed; therefore, this field is computed for all credit hours earned except those with missing or incomplete grades. This field is used to establish registration priority.
Current Campus by Course	1	This field is computed by the Registration system. The semester/year in the Schedule Table File (SCD) determines the semester/year for which this field is computed. This code is used for state aid and revenue allocation purposes. If the student is not taking on-campus courses, this field will contain an off-campus code. If the student is taking any on-campus courses, the field will contain the code representing the campus on which the majority of load hours is being taken. If the load hours are evenly divided, the regular (home) campus field will be moved to this field. The campus codes are as follows: G-Germantown N-Takoma Park (off-campus) O-Rockville (off-campus) P-Rockville (off-campus) R-Rockville T-Takoma Park

Field Title	Length	Field Description
Campus That Received Last P.R. Card	1	This field is computed by the Grade History system. When Permanent Record cards are printed, the students campus code for that semester is moved to this field. This field is used to identify which campus should have the last P.R. card.
Total Semesters at M.C.	2	This field is computed by the Grade History system. It is used for student attrition statistics.
Semester/Year Last Grade History Update	3	This field is generated by the Grade History system. Used for general information and audit trail.
Maryland Transfer College Code	2	This field is generated by the Grade History system. This code is entered on the Advanced Standing Form for students that have transferred in from the most recently attended Maryland college. The codes are found in the Transfer College Table File (STC).
Maryland Transfer College Hours	3	This field is generated by the Grade History system (99V9). This field contains the numbers of credit hours accepted from all Maryland colleges.
Advanced Standing Credit Hours	3	This field is computed by the Grade History system (99V9). This field contains the total number of credit hours accepted from any other college or institution.
Transcript Sent	1	This field is entered from the Record of Transcripts Sent Form. It may be changed but must be G, R, T or Blank. This field is printed on the students P.R. Card to indicate receipt of a free (no charge) transcript.

Field Title	Length	Field Description
STOP REGISTRATION TRAILER		
Segment I.D.	2	Segment I.D. is "Ø6".
Rockville Library Code	1	This field is entered from the Library Delinquent List form. It may be changed but must be "R" or "*". The asterisk will reset the field to blank.
Rockville Library Semester/Year	3	This field is entered from the Library Delinquent List form. The semester code is: 1 = Fall 2 = Spring 3 = Summer The year is the calendar year. This field will be reset to spaces when an asterisk is entered for the Library Code.
Takoma Library Code	1	This field is entered from the Library Delinquent List form. It may be changed but must be "T" or "*". The asterisk will reset the field to blank.
Takoma Library Semester/Year	3	This field is entered from the Library Delinquent List form. The semester code is: 1 = Fall 2 = Spring 3 = Summer The year is the calendar year. This field will be reset to spaces when an asterisk is entered for the Library Code.
Germantown Library Code	1	This field is entered from the Library Delinquent List form. It may be changed but must be "G" or "*". The asterisk will reset the field to blank.
Germantown Library Semester/Year	3	This field is entered from the Library Delinquent List form. The semester code is: 1 = Fall 2 = Spring 3 = Summer This year is the calendar year. This field will be reset to spaces when an asterisk is entered in for the Library Code.

Field Title	Length	Field Description
Business Office Code	1	This field is generated by the Billing System.
Balance Due	6	This field is computed by the Billing System.
Delinquent Amount	6	This field is computed by the Billing System.

Field Title	Length	Field Description
FALL SECTION TRAILER		
Segment I.D.	2	Segment I.D. is "1Ø".
Calendar Year	2	This field is generated by the Registration System when the trailer record is created. The contents depend upon the year requested by the terminal operator.
Load Hours	3	This field is computed by the Registration System. This is the sum of the Load Hours field for each section. It does not include sections that are inactive. It is recomputed each time a change is made to the section data. May be zero. Contains one decimal.
Date Registered	6	This field is generated by the Registration System when the trailer record is created. The field consists of month, day and year. The field contains the date the Records office entered the initial section data. May be blank.
Date Withdrawn	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date the Records office entered the Complete Withdrawal transaction or spaces. May be blank.
Date Last Add/Drop	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date of the last add to or drop from the semester section data. Used internally by the Add/Drop module. If two transactions are processed on the same day, the Add/Drop fee will not be charged twice. May be blank.
Semester Residence Code	1	This field is generated by the Registration System when the trailer record is created. It is copied from the Admissions area Residence Code field. It may be changed by module ADMF.
Payment Flag	1	This field is generated by the Registration system. Will contain "Y" if payment made for semester otherwise blank. Used to determine if student registration should be deleted.

Field Title	Length	Field Description
Number of Sections	2	This field is generated by the Registration System. It contains the number of section records related to this semester. Maximum number is 25.
Date Last Update	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date of the last transaction that altered any semester section data.

FALL SECTION DATA

NOTE: Identical fields occur for Spring and Summer sections.

Date Added	6	This field is generated by the Registration System. The field consits of month, day and year. The field contains the date the section was added to the schedule.
Date Dropped	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date the section was dropped from the schedule. May be blank.
Section Credit Hours	3	This field is generated by the Registration System from the Schedule File. May be zero. Contains one decimal.
Section Load Hours	3	This field is generated by the Registration System from the Schedule File. May be zero. Contains one decimal.
Audit Indicator / F Grade	1	This field is entered by the Registration System from the Registration document. Blank = normal 1 = audit F = F Grade C = Cancelled
Section Status	1	This field is computed by the Registration System. 1 = Dropped 2 = Active 3 = Reactivated (after 3rd week) 4 = Reactivated (before 3rd week)

Field Title	Length	Field Description

SPRING SECTION TRAILER

Segment I.D.	2	Segment I.D. is "2Ø".

NOTE: All other data fields and descriptions are identical to the Fall Section Trailer.

SUMMER SECTION TRAILER

Segment I.D.	2	Segment I.D. is "3Ø".

NOTE: All other data fields and descriptions are identical to the Fall Section Trailer.

3. Data Elements for the Admission and Registration Statistics File

The Admission and Registration Statistics File contains data on student admissions and student registrations. Admission statistics are maintained for those students that have applied, have been accepted or have been rejected in a given curriculum by Residence Code, Campus and Semester/Year. Registration statistics will be maintained for the number of students registered for a specific number of Load Hours in a given curriculum by Residence Code, Campus and Semester/Year.

The Admission and Registration Statistics File is a fixed length VSAM Disk file. The first four data fields are the key.

Field Title	Length	Field Description
Semester/Year	3	Current or future Semester and Year. Taken from the appropriate Admission or Registration module. Generated if not found on file.
Campus	1	Taken from the appropriate Admission or Registration module. Generated if not found on file. Must be G, R or T.
Residence Code	1	Taken from the appropriate Admission or Registration module. Generated if not found on file.
Curriculum Code	2	Taken from the appropriate Admission or Registration module. Generated if not found on file.
Students Applied	4	Generated by the Admission System. Update for each application.
Students Accepted	4	Generated by the Admission System. Updated for each accepted application.
Students Rejected	4	Generated by the Admission System. Updated for each rejected application.
Students Registered	4	Occurs 25 times. Generated by the Registration System. Updated for each student registered by Load Hour (1 to 25).

4. Data Elements for the Master Schedule File

The Master Schedule File contains data pertaining to individual section offerings. There are actually 3 files, one for each semester. The file is used to obtain course information and to determine the status of a section (i.e. open, closed or cancelled).

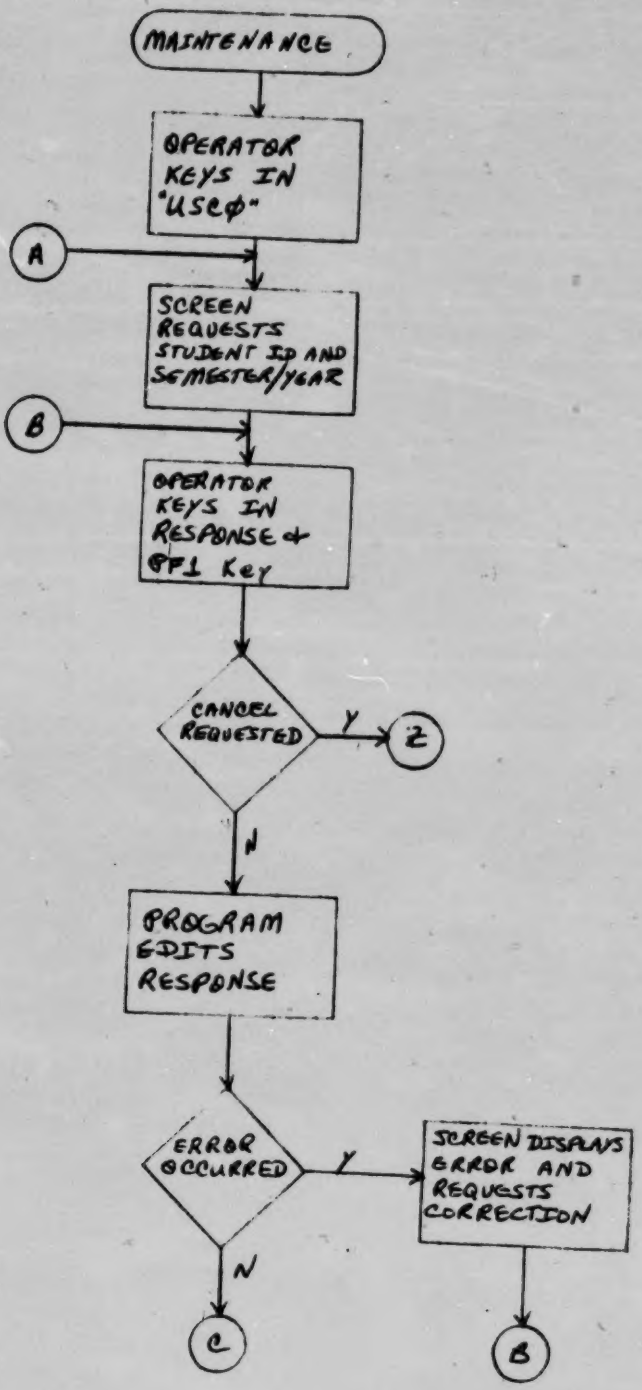
The Master Schedule File is a fixed length VSAM Disk file. The key is campus, course, section and extension.

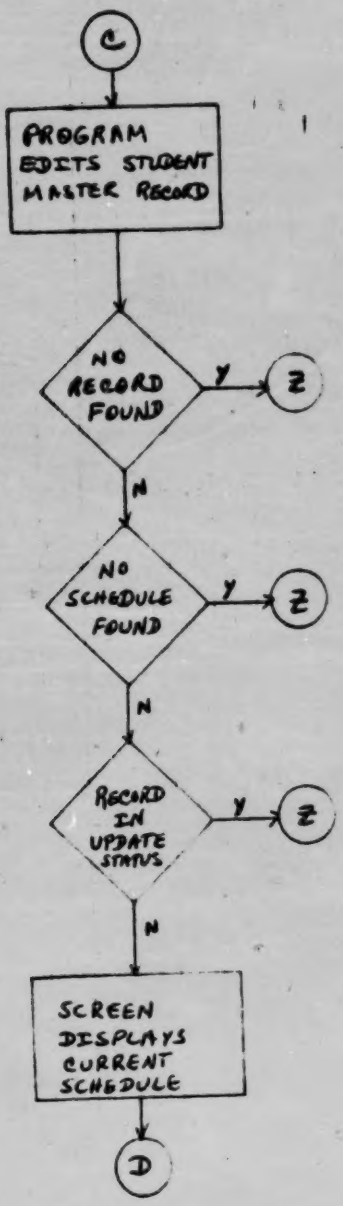
Field Title	Length	Field Description
Section Status	1	Flag to indicate a cancelled section. 1 = cancelled.
Campus	1	Code of campus offering this course: R = Rockville, T = Takoma Park, G = Germantown, O = Off Campus, N = Down County Community Services, P = Down County Takoma Park.
Course No.	6	Code assigned to this course. Consists of an alpha code to designate department in the first 2 digits. The next 3 digits are a numeric code assigned to this course. The last position is usually blank but may be an alpha code to further distinguish the course (i.e. by musical instrument)
Section	3	A 3 digit alpha numeric code unique to every section on the file. It is assigned by the computer program which initiates the file each semester. Blocks of available codes are then assigned to each campus for adding sections.
Extension No.	1	When a section is an extension of another section, the sequential extension number will be in this field.
Course Type	1	A code which indicates the type of course. Ø = Normal course, 1 = Discussion, 2 = Lecture, 3 = Discussion and Lecture, 4 = Lecture and Lab, 5 = Lecture, 6 = Lab, 7 = Discussion, 8 = Lab and Discussion.
Days Meet	7	Positional codes, the first letter of each day, to indicate on which days the course is held.

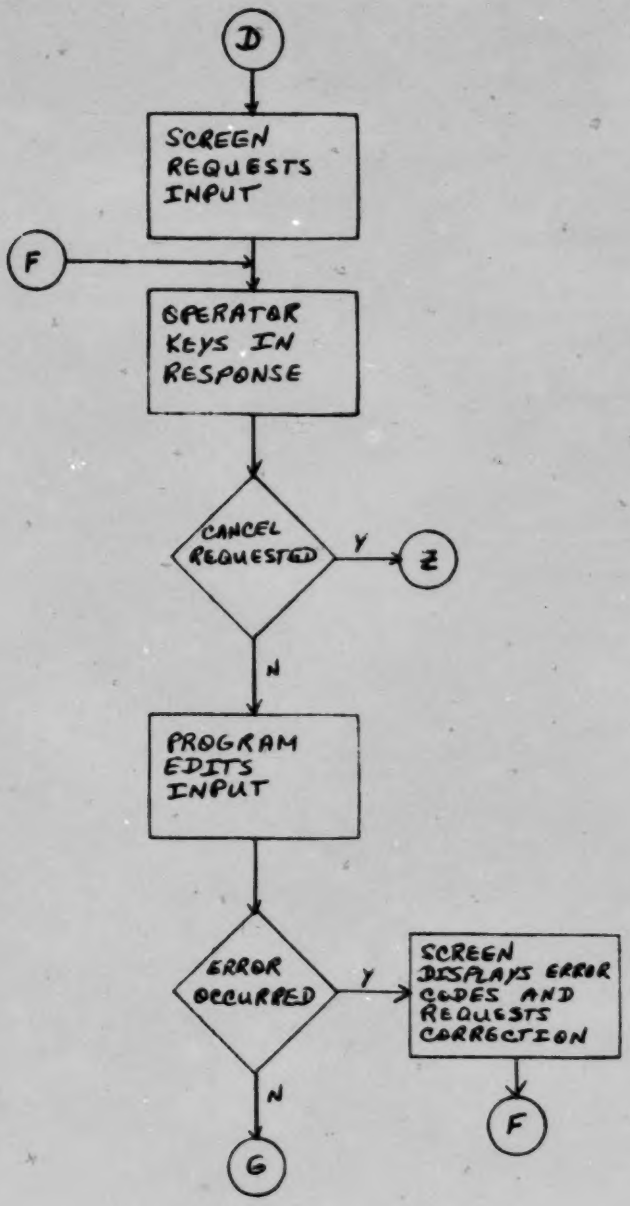
Field Title	Length	Field Description
Hours Meet From	4	Time the course starts. This is not military time.
Hours Meet To	4	Time the course ends. This is not military time.
Night Indicator	1	A flag to indicate if there is a night course. N = night.
Instructor's SSNO	9	Instructor's social security number.
Instructor's Last Name	14	
Instructor's 1st Initial	1	
Instructor's 2nd Initial	1	
Room	4	Room where course meets.
Building	4	Building where course meets.
Class Size	3	Maximum enrollment for this course.
Related Section-1	3	Section number of the first section related to this section.
Related Section-2	3	Section number of the second section related to this section.
No. Related Section	1	If this section is related to another section, this field will contain a 1 or a 2 depending on which related section it is.
Grade Indicator	1	A flag to indicate if a grade should be given for this course. 1 = grade, blank = credit and load are zero.
Credit Hours	3	Two digits and one decimal indicating the credit hours this course is worth.
Load Hours	3	Two digits and one decimal indicating the load hours this course is worth.
Enrollment 1st Week	3	Seats taken as of the first week of classes.

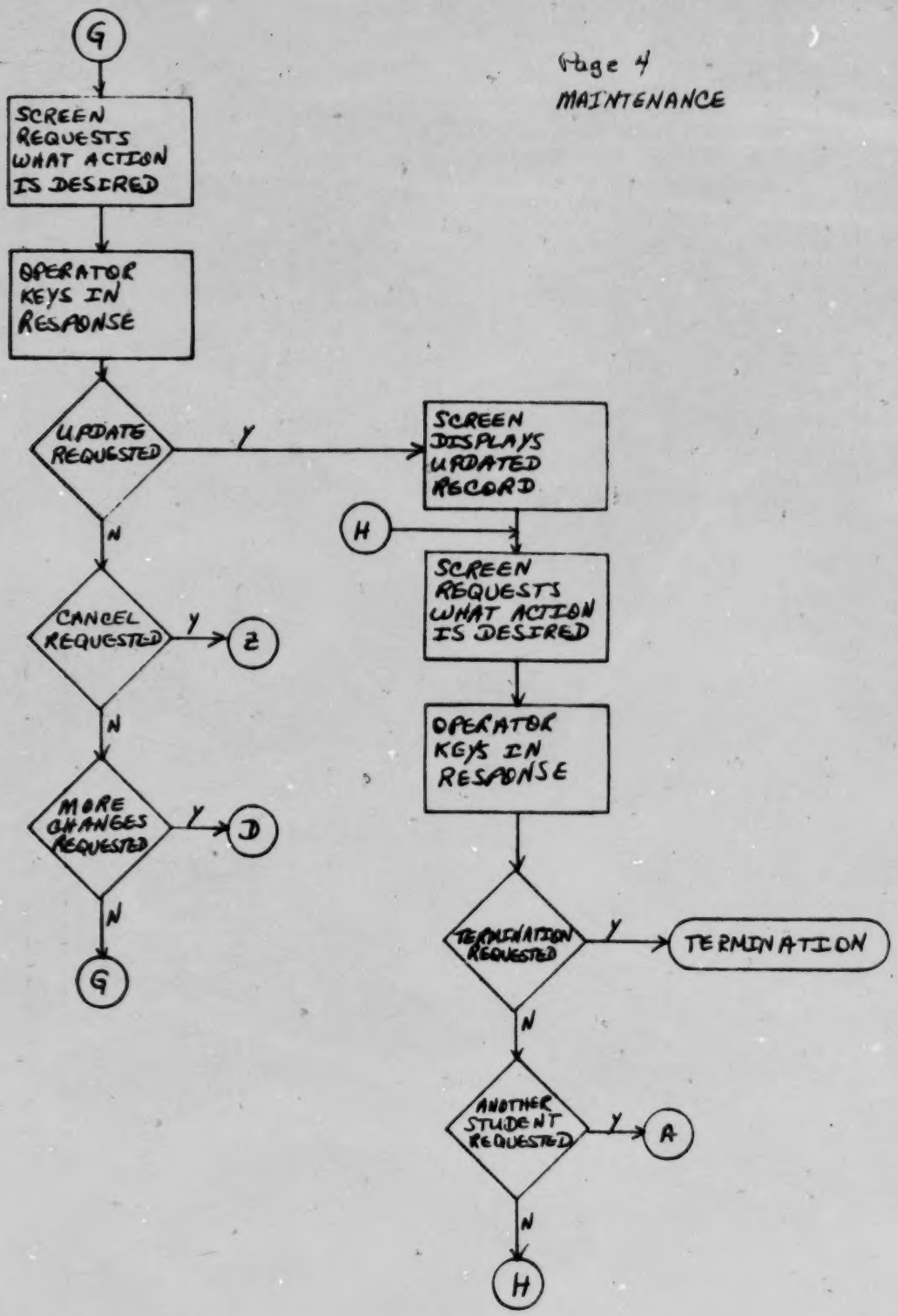
Field Title	Length	Field Description
Enrollment 2nd Week	3	Seats taken as of the second week of classes.
Enrollment 3rd Week	3	Seats taken as of the third week of classes.
Enrollment 5th Week	3	Seats taken as of the fifth week of classes.
Enrollment 11th Week	3	Seats taken as of the eleventh week of classes.
Current Enrollment	3	Current number of seats taken.
Date Class Begins	6	MMDDYY format representing the first day the class will meet.
Date Class Ends	6	MMDDYY format representing the last day the class will meet.
Date Last Update	6	MMDDYY format generated by the update program.
No. of Extensions	1	The number of extensions to this section.

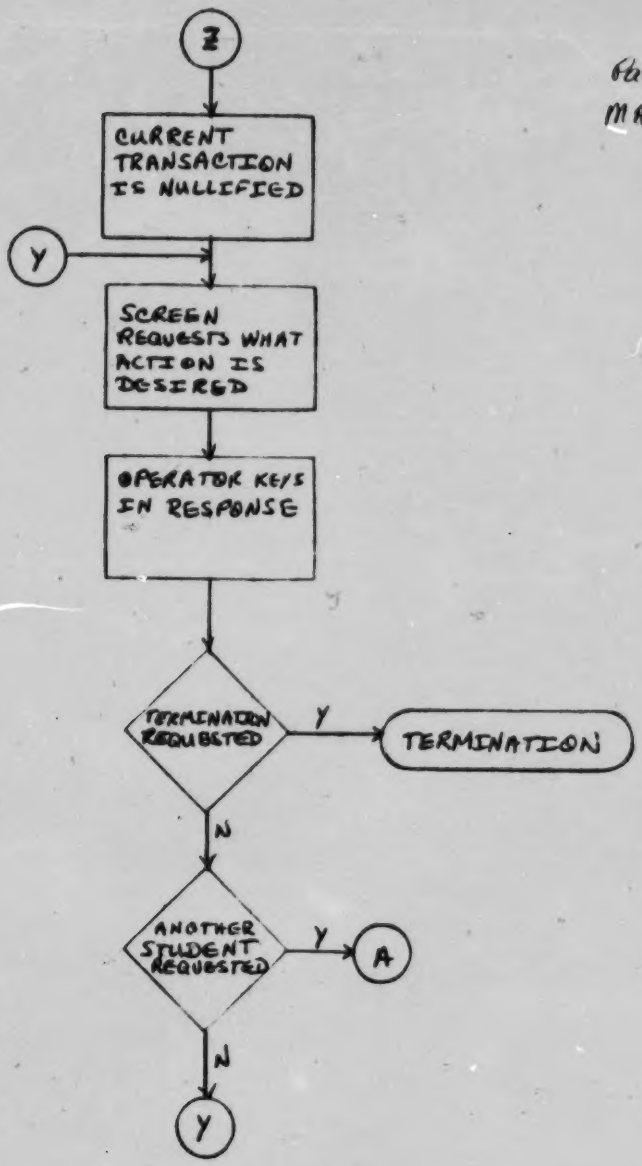
5. General Flow Charts

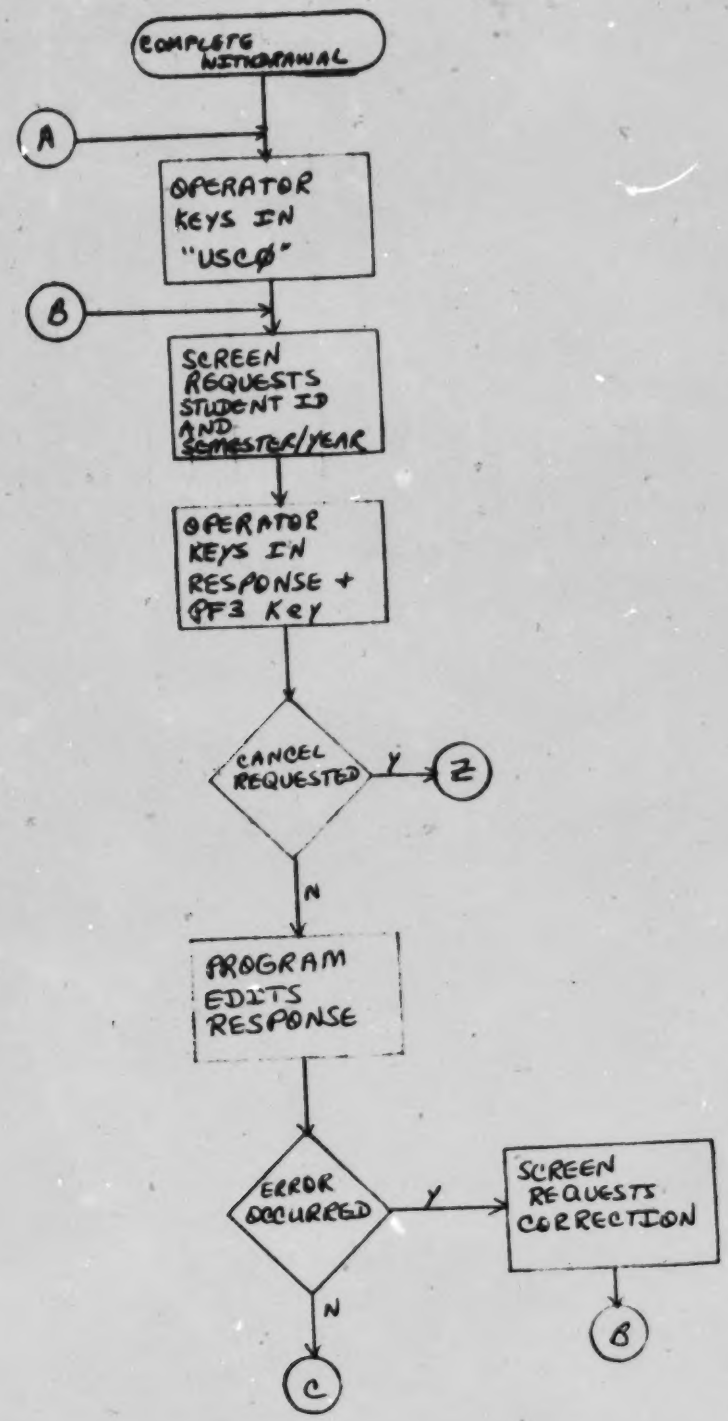

MAINTENANCE
OPERATOR KEYS IN "USEΦ"
A
SCREEN REQUESTS STUDENT ID AND SEMESTER/YEAR
B
OPERATOR KEYS IN RESPONSE & PF1 Key
CANCEL REQUESTED
Y
Z
N
PROGRAM EDITS RESPONSE
ERROR OCCURRED
Y
SCREEN DISPLAYS ERROR AND REQUESTS CORRECTION
N
C
B


C
PROGRAM EDITS STUDENT MASTER RECORD
NO RECORD FOUND
Y
Z
N
NO SCHEDULE FOUND
Y
Z
N
RECORD IN UPDATE STATUS
Y
Z
N
SCREEN DISPLAYS CURRENT SCHEDULE
D

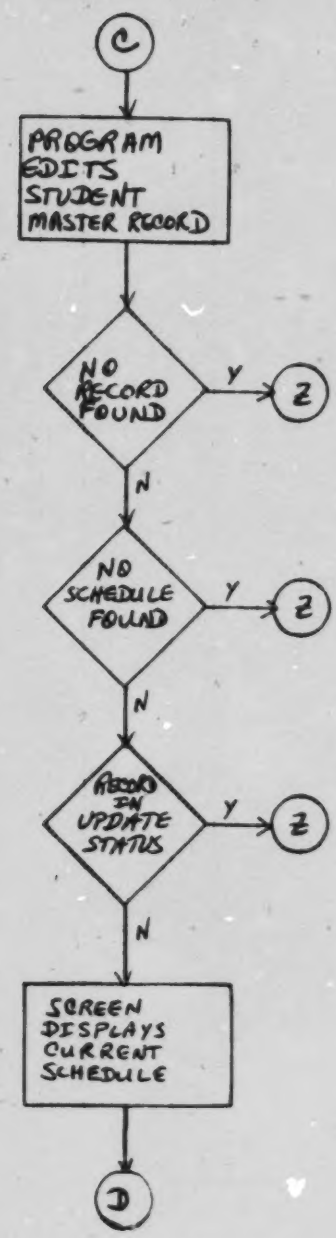

D
SCREEN REQUESTS INPUT
F
OPERATOR KEYS IN RESPONSE
CANCEL REQUESTED
Y
Z
N
PROGRAM EDITS INPUT
ERROR OCCURRED
Y
SCREEN DISPLAYS ERROR CODES AND REQUESTS CORRECTION
F
N
G


G
SCREEN REQUESTS WHAT ACTION IS DESIRED
OPERATOR KEYS IN RESPONSE
UPDATE REQUESTED
Y
SCREEN DISPLAYS UPDATED RECORD
N
H
CANCEL REQUESTED
Y
Z
SCREEN REQUESTS WHAT ACTION IS DESIRED
N
OPERATOR KEYS IN RESPONSE
MORE CHANGES REQUESTED
Y
D
N
TERMINATION REQUESTED
Y
TERMINATION
G
N
ANOTHER STUDENT REQUESTED
Y
A
N
H


Z
CURRENT TRANSACTION IS NULLIFIED
Y
SCREEN REQUESTS WHAT ACTION IS DESIRED
OPERATOR KEYS IN RESPONSE
TERMINATION REQUESTED
Y
TERMINATION
N
ANOTHER STUDENT REQUESTED
Y
A
N
Y


COMPLETE WITHDRAWAL
A
OPERATOR KEYS IN "USC0"
B
SCREEN REQUESTS STUDENT ID AND SEMESTER/YEAR
OPERATOR KEYS IN RESPONSE + PF3 KEY
CANCEL REQUESTED
Y
Z
N
PROGRAM EDITS RESPONSE
ERROR OCCURRED
Y
SCREEN REQUESTS CORRECTION
B
N
C

Page 2
COMPLETE
WITHDRAWAL



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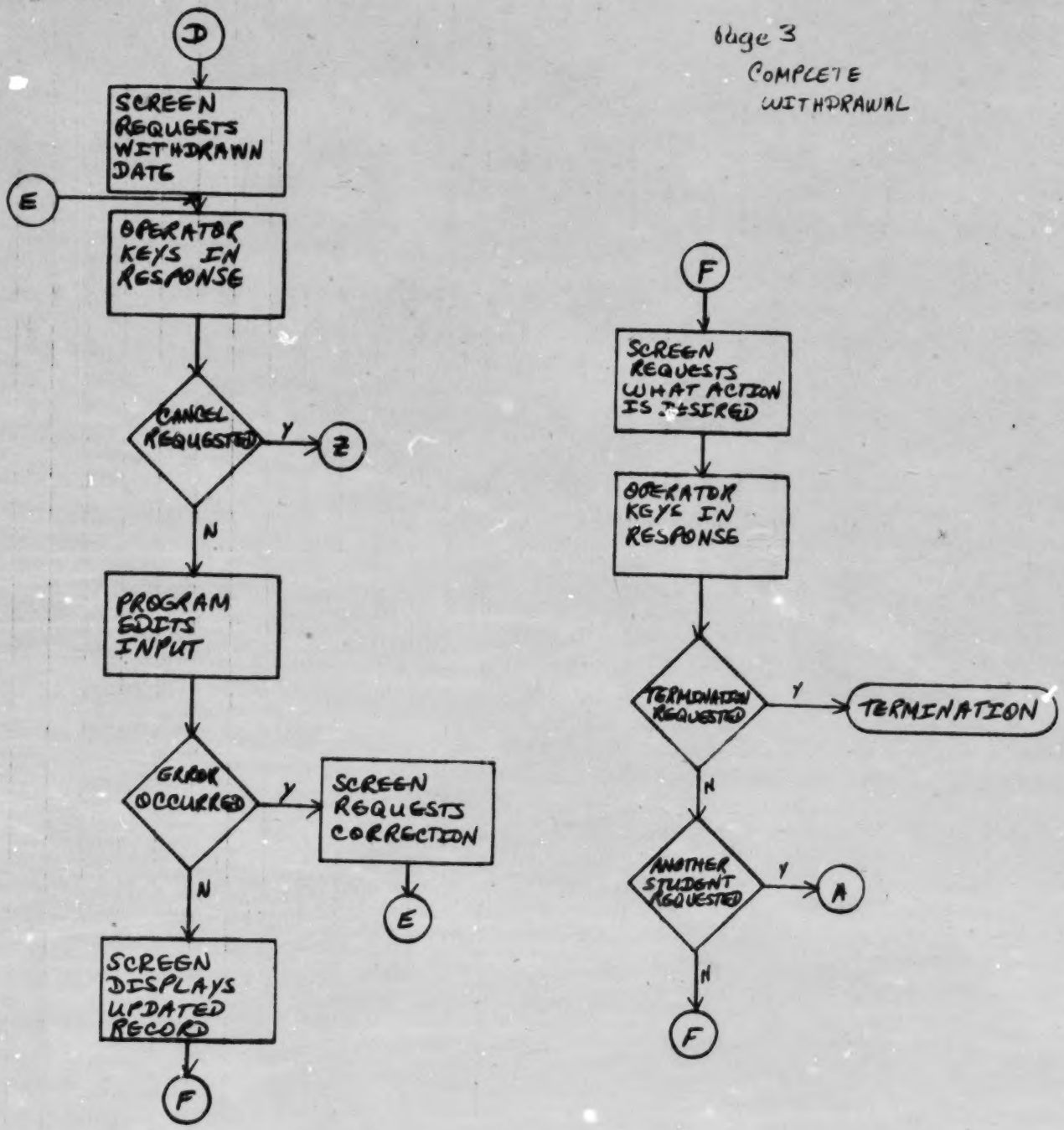
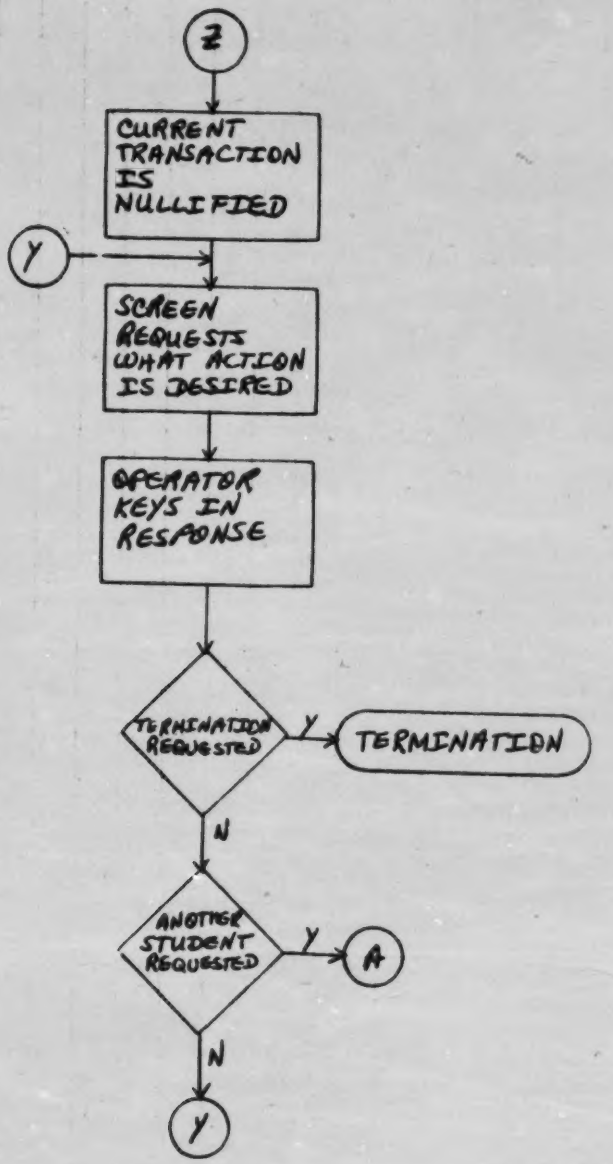
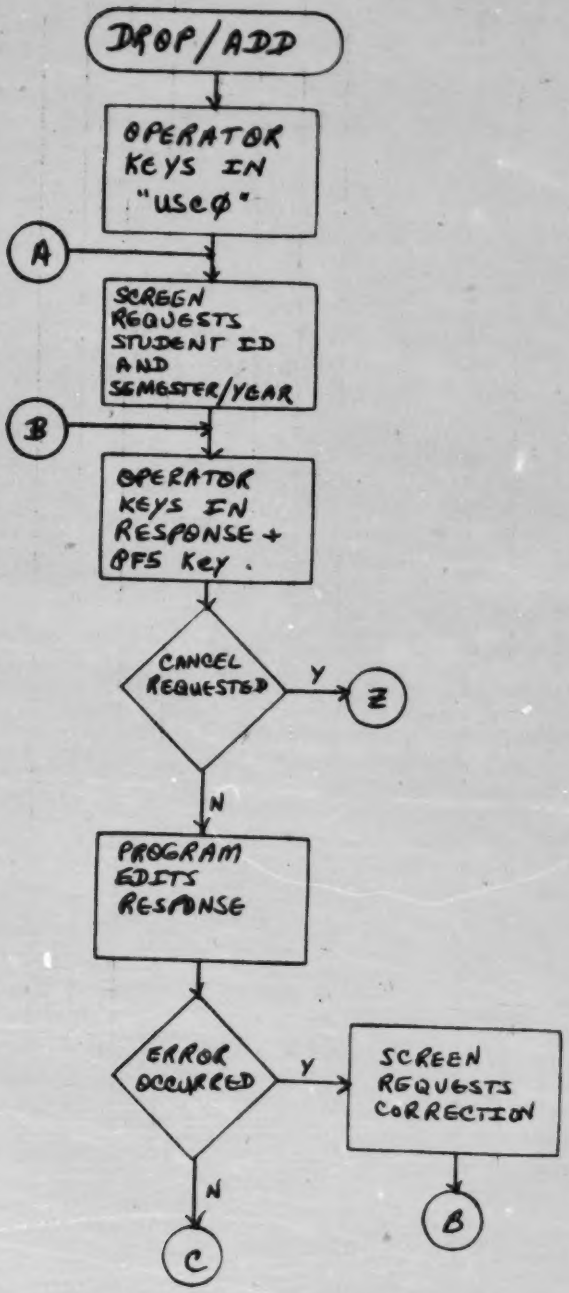
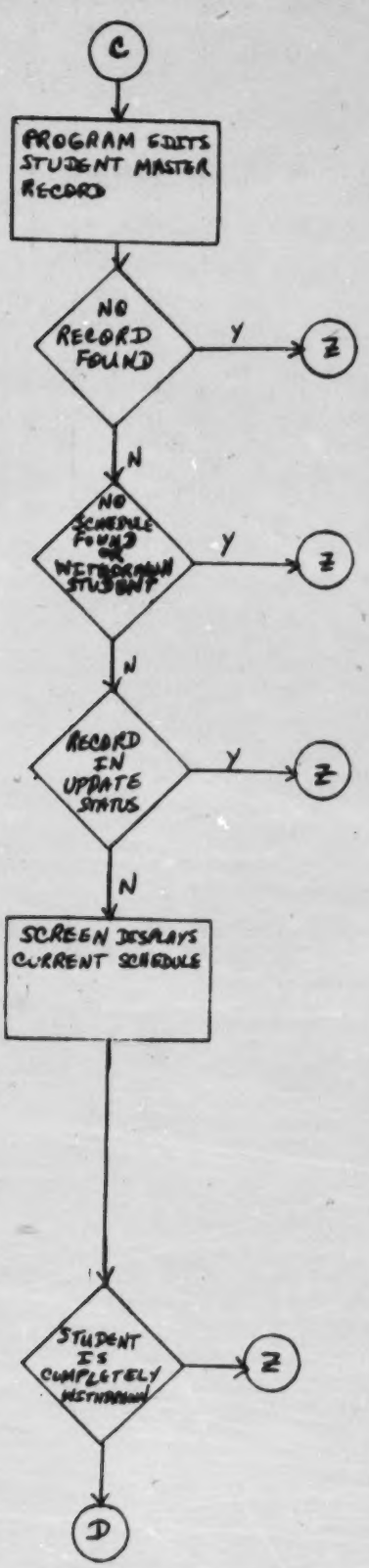
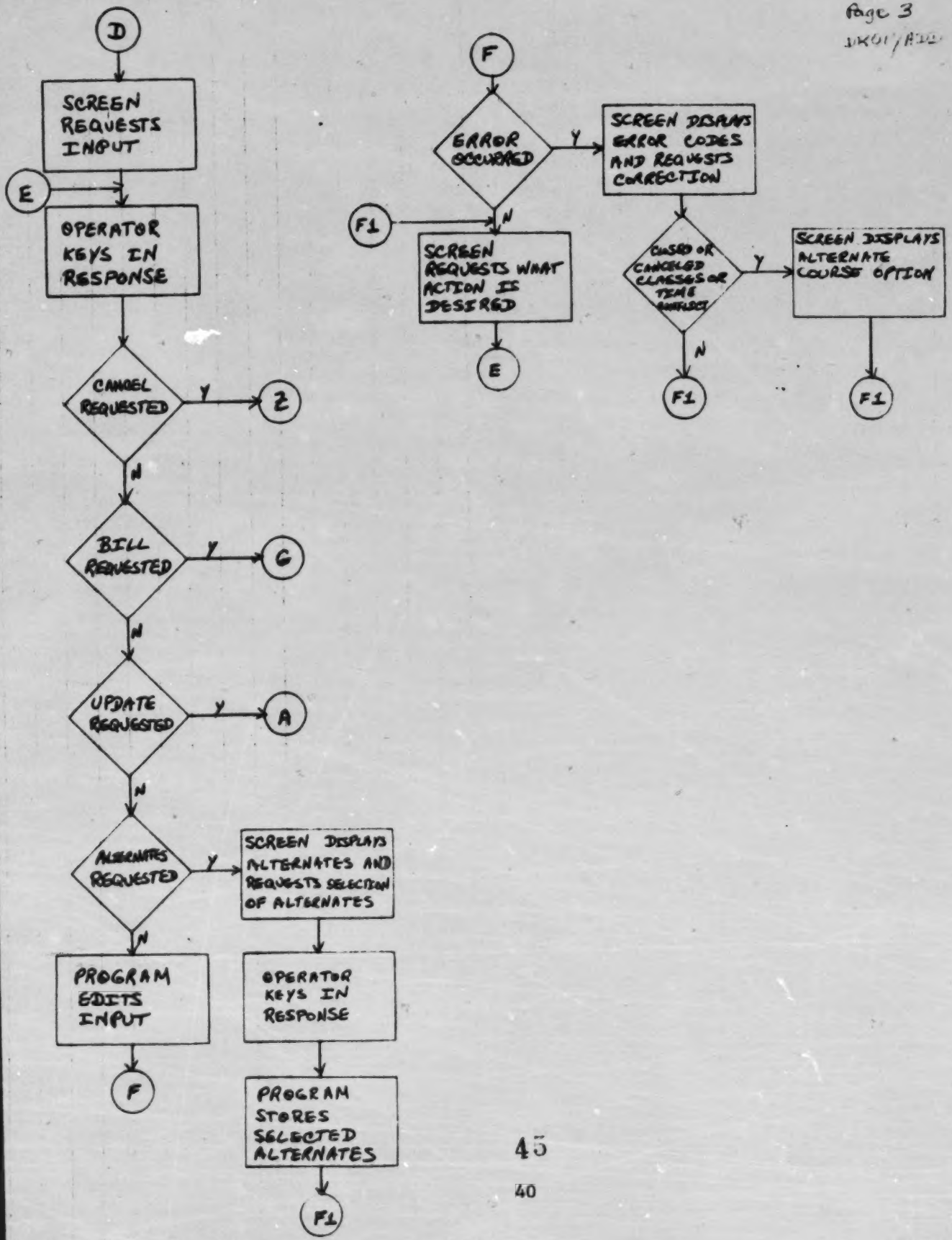


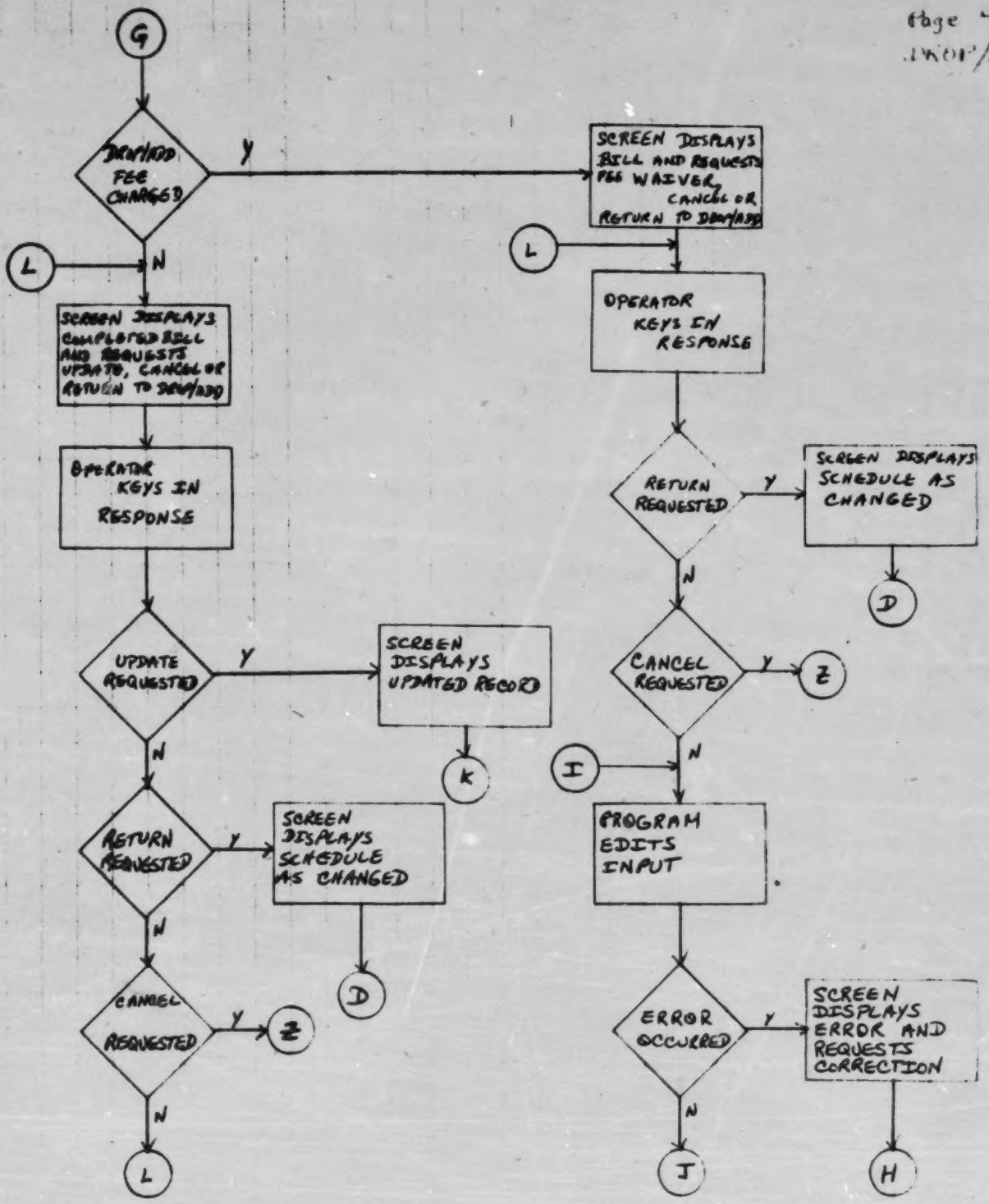


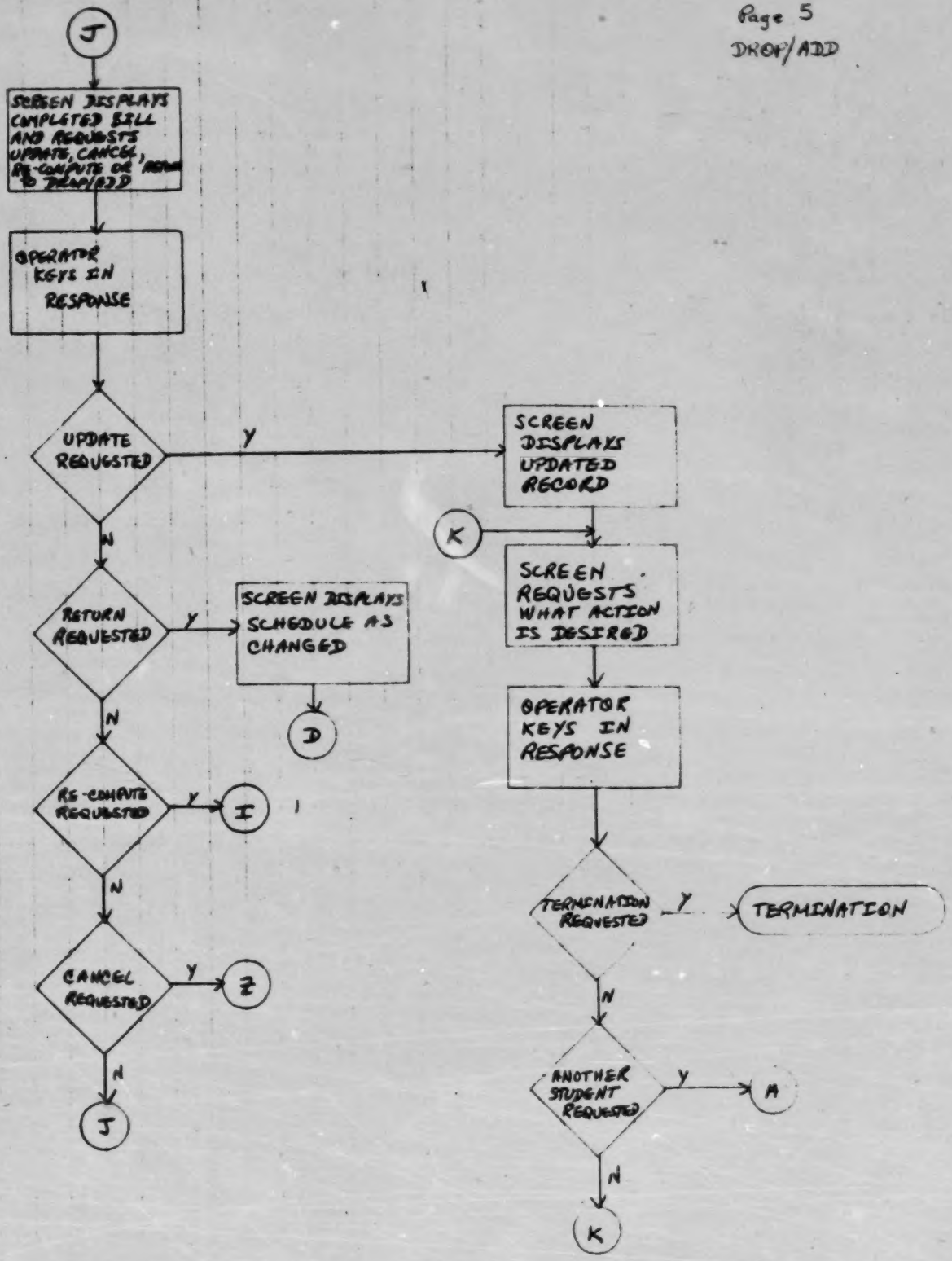
Page 4
COMPLETE WITHDRAWAL

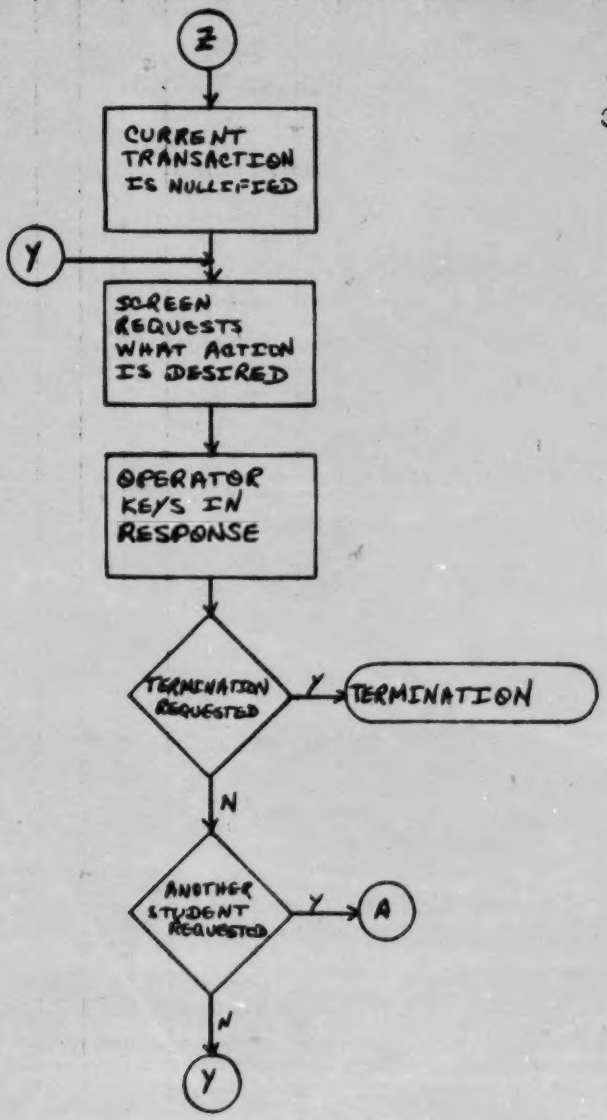

DROP/ADD
OPERATOR KEYS IN "usc∅"
A
SCREEN REQUESTS STUDENT ID AND SEMESTER/YEAR
B
OPERATOR KEYS IN RESPONSE + PFS Key.
CANCEL REQUESTED
Y
Z
N
PROGRAM EDITS RESPONSE
ERROR OCCURRED
Y
SCREEN REQUESTS CORRECTION
B
N
C

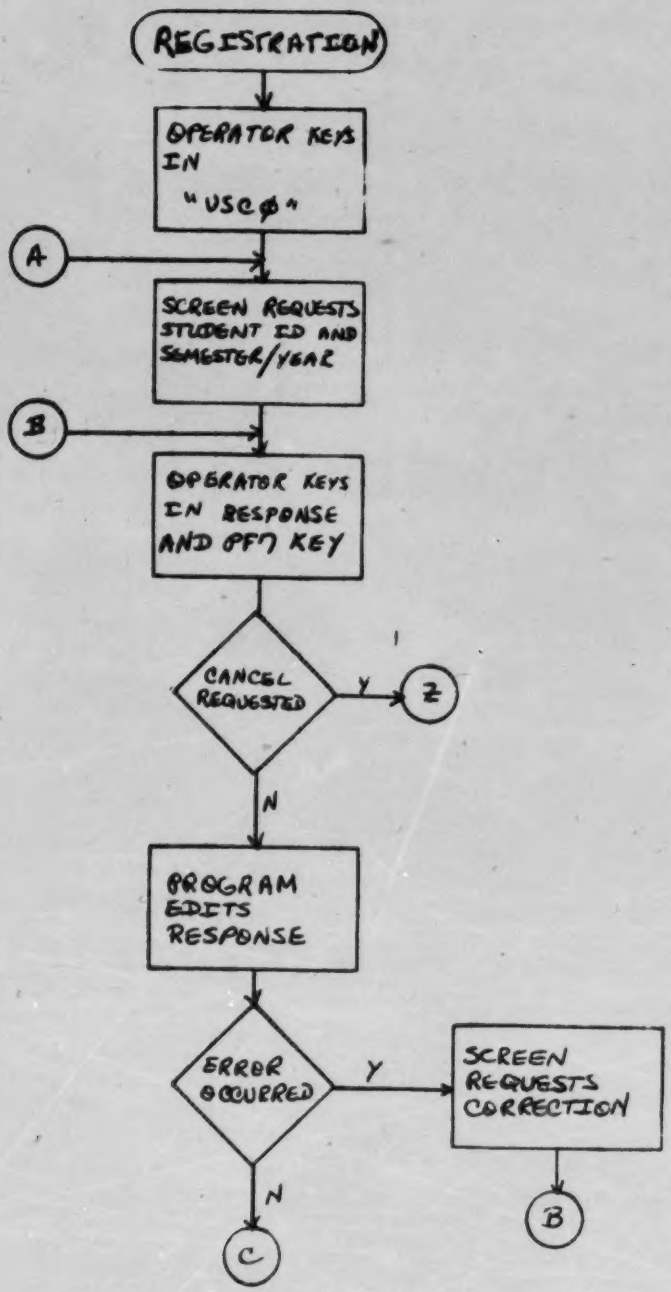

C
PROGRAM EDITS STUDENT MASTER RECORD
NO RECORD FOUND
Y
Z
N
NO SCHEDULE FOUND OR WITHDRAWN STUDENT
Y
Z
N
RECORD IN UPDATE STATUS
Y
Z
N
SCREEN DISPLAYS CURRENT SCHEDULE
STUDENT IS COMPLETELY WITHDRAWN
Z
D

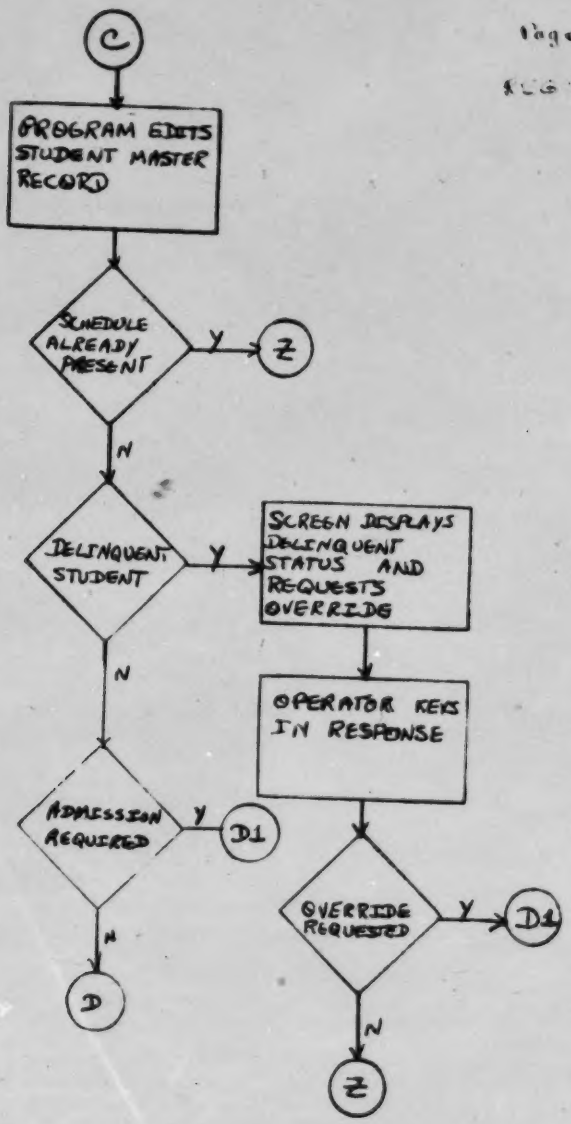

D
SCREEN REQUESTS INPUT
E
OPERATOR KEYS IN RESPONSE
CANCEL REQUESTED
Y
Z
N
BILL REQUESTED
Y
G
N
UPDATE REQUESTED
Y
A
N
ALTERNATES REQUESTED
Y
SCREEN DISPLAYS ALTERNATES AND REQUESTS SELECTION OF ALTERNATES
N
PROGRAM EDITS INPUT
F
OPERATOR KEYS IN RESPONSE
PROGRAM STORES SELECTED ALTERNATES
F1
F
ERROR OCCURRED
Y
SCREEN DISPLAYS ERROR CODES AND REQUESTS CORRECTION
F1
N
SCREEN REQUESTS WHAT ACTION IS DESIRED
E
CLOSED OR CANCELED CLASSES OR TIME CONFLICT
Y
SCREEN DISPLAYS ALTERNATE COURSE OPTION
N
F1
F1


G
DROP/ADD FEE CHARGED
Y
SCREEN DISPLAYS BILL AND REQUESTS FEE WAIVER, CANCEL OR RETURN TO DROP/ADD
L
N
L
SCREEN DISPLAYS COMPLETED BILL AND REQUESTS UPDATE, CANCEL OR RETURN TO DROP/ADD
OPERATOR KEYS IN RESPONSE
OPERATOR KEYS IN RESPONSE
RETURN REQUESTED
Y
SCREEN DISPLAYS SCHEDULE AS CHANGED
D
N
UPDATE REQUESTED
Y
SCREEN DISPLAYS UPDATED RECORD
CANCEL REQUESTED
Y
Z
K
I
N
N
RETURN REQUESTED
Y
SCREEN DISPLAYS SCHEDULE AS CHANGED
PROGRAM EDITS INPUT
N
D
CANCEL REQUESTED
Y
Z
ERROR OCCURRED
Y
SCREEN DISPLAYS ERROR AND REQUESTS CORRECTION
N
L
J
H

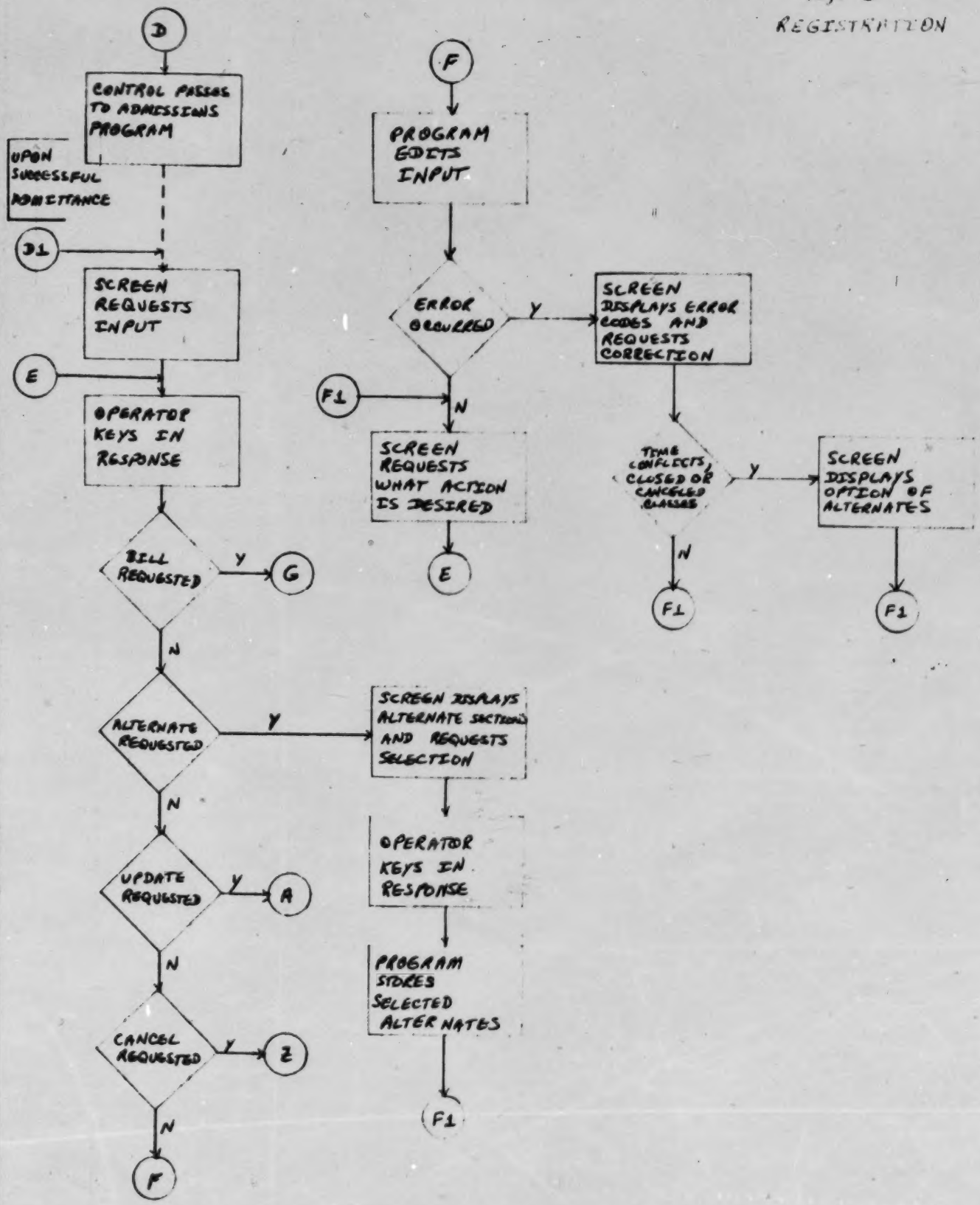

J
SCREEN DISPLAYS COMPLETED BILL AND REQUESTS UPDATE, CANCEL, RE-COMPUTE OR RETURN TO DROP/ADD
OPERATOR KEYS IN RESPONSE
UPDATE REQUESTED
Y
N
SCREEN DISPLAYS UPDATED RECORD
K
SCREEN REQUESTS WHAT ACTION IS DESIRED
OPERATOR KEYS IN RESPONSE
RETURN REQUESTED
Y
SCREEN DISPLAYS SCHEDULE AS CHANGED
D
N
RE-COMPUTE REQUESTED
Y
I
N
CANCEL REQUESTED
Y
Z
N
J
TERMINATION REQUESTED
Y
TERMINATION
N
ANOTHER STUDENT REQUESTED
Y
A
N
K

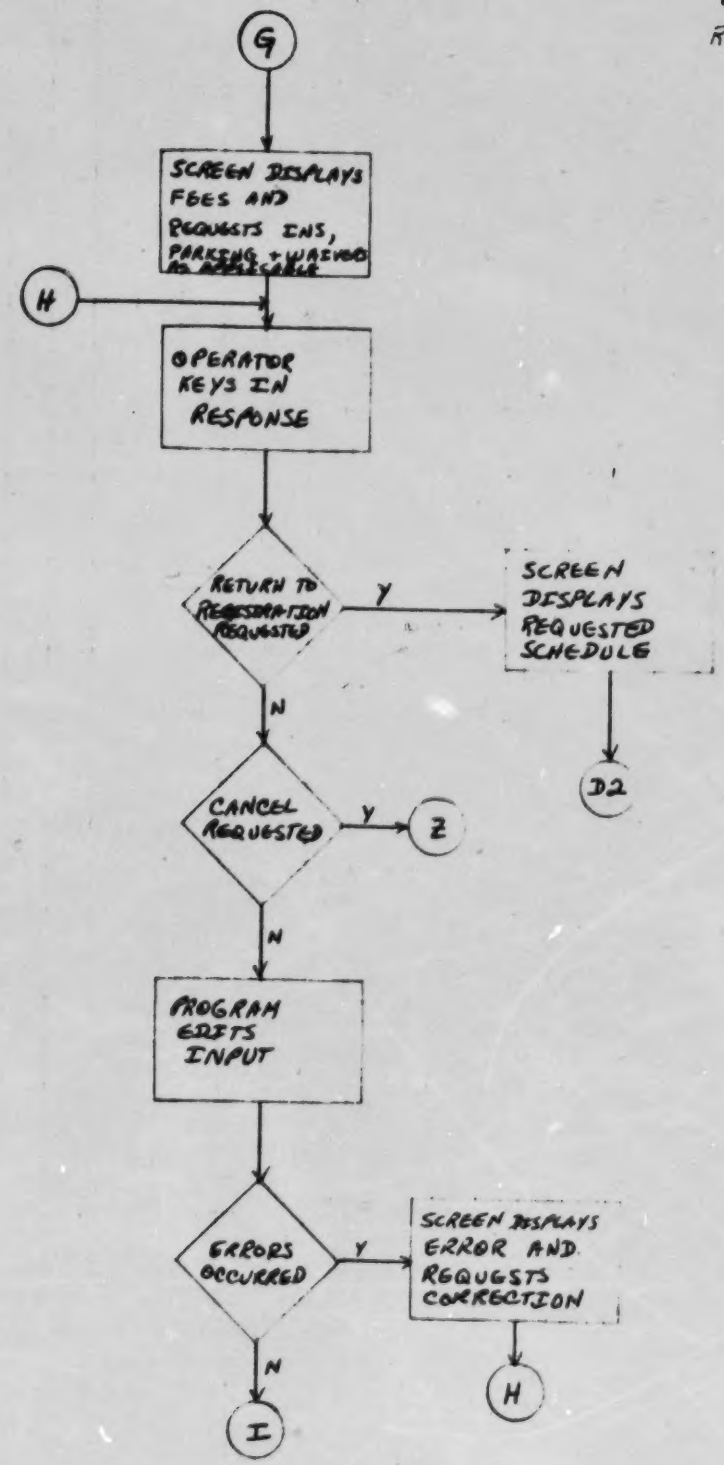

Z
CURRENT TRANSACTION IS NULLIFIED
Y
SCREEN REQUESTS WHAT ACTION IS DESIRED
OPERATOR KEYS IN RESPONSE
TERMINATION REQUESTED
Y
TERMINATION
N
ANOTHER STUDENT REQUESTED
Y
A
N
Y

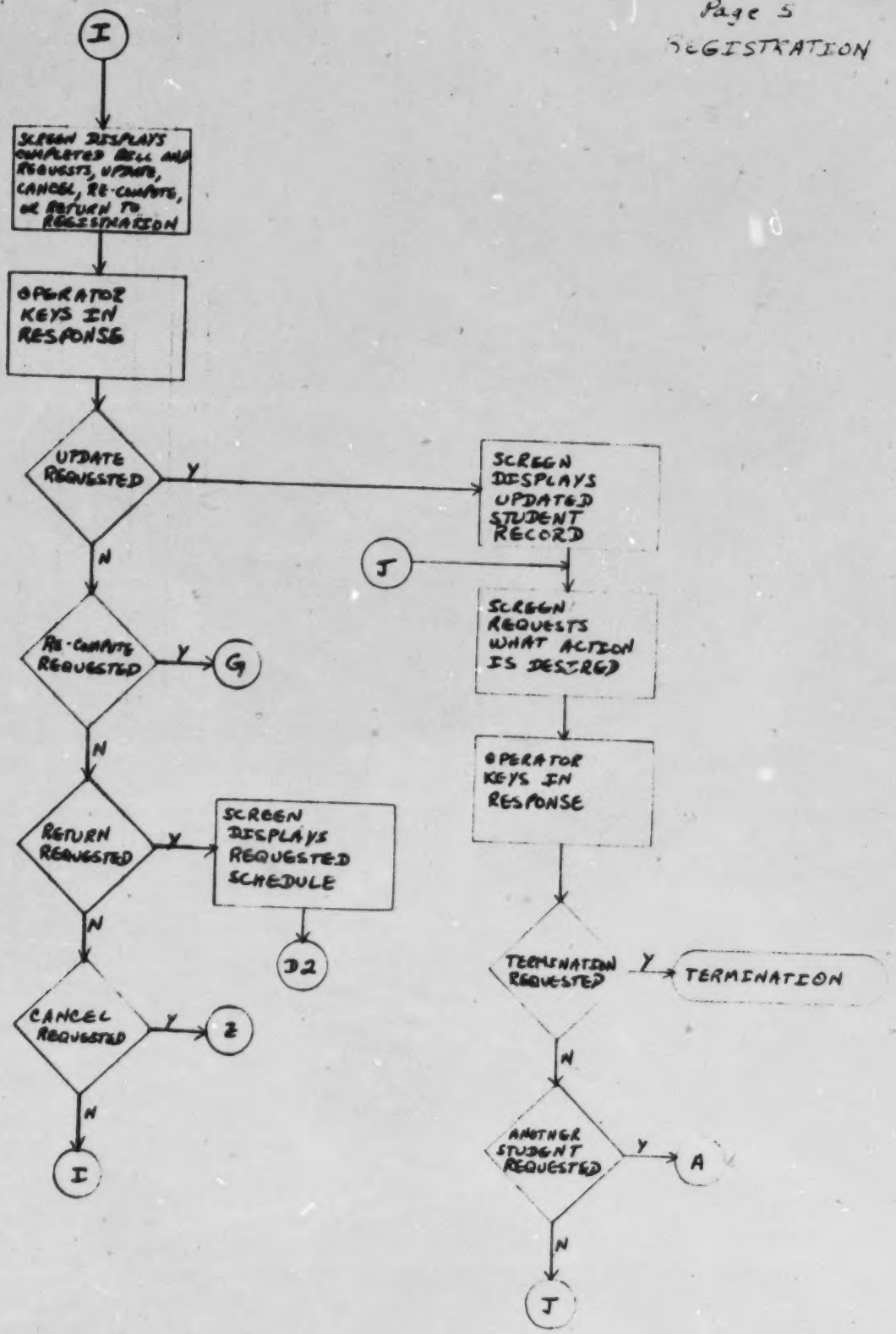

REGISTRATION
OPERATOR KEYS IN "USC$"
A
SCREEN REQUESTS STUDENT ID AND SEMESTER/YEAR
B
OPERATOR KEYS IN RESPONSE AND PF7 KEY
CANCEL REQUESTED
Y
Z
N
PROGRAM EDITS RESPONSE
ERROR OCCURRED
Y
SCREEN REQUESTS CORRECTION
B
N
C

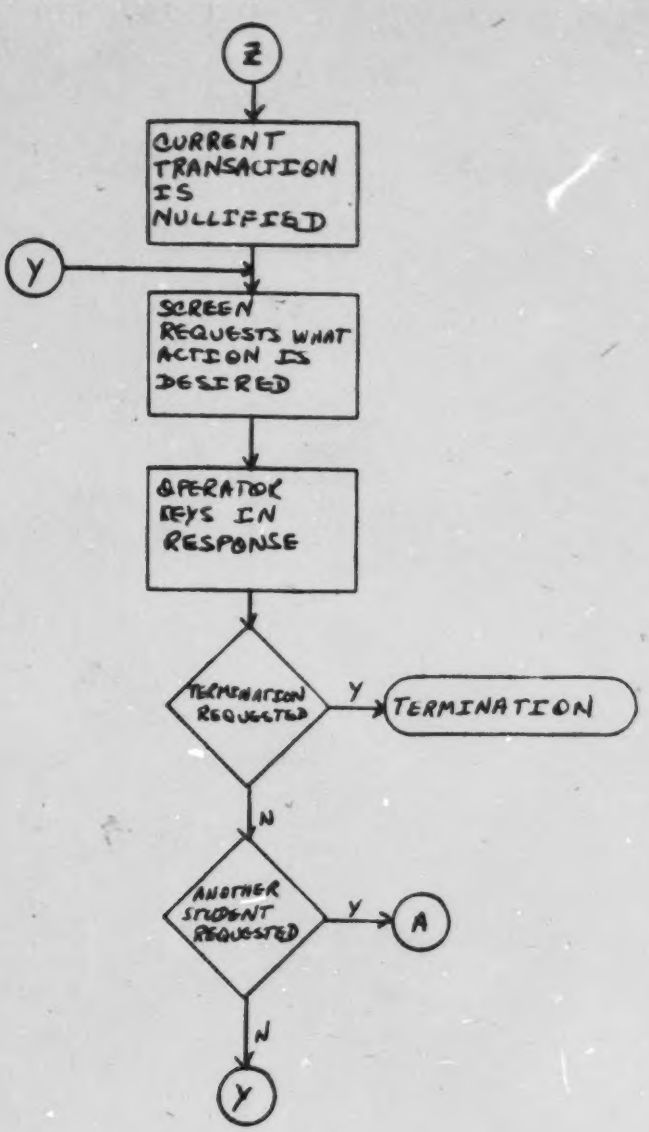

C
PROGRAM EDITS STUDENT MASTER RECORD
SCHEDULE ALREADY PRESENT
Y
Z
N
DELINQUENT STUDENT
Y
SCREEN DISPLAYS DELINQUENT STATUS AND REQUESTS OVERRIDE
N
OPERATOR KEYS IN RESPONSE
ADMISSION REQUIRED
Y
D1
N
D
OVERRIDE REQUESTED
Y
D1
N
Z

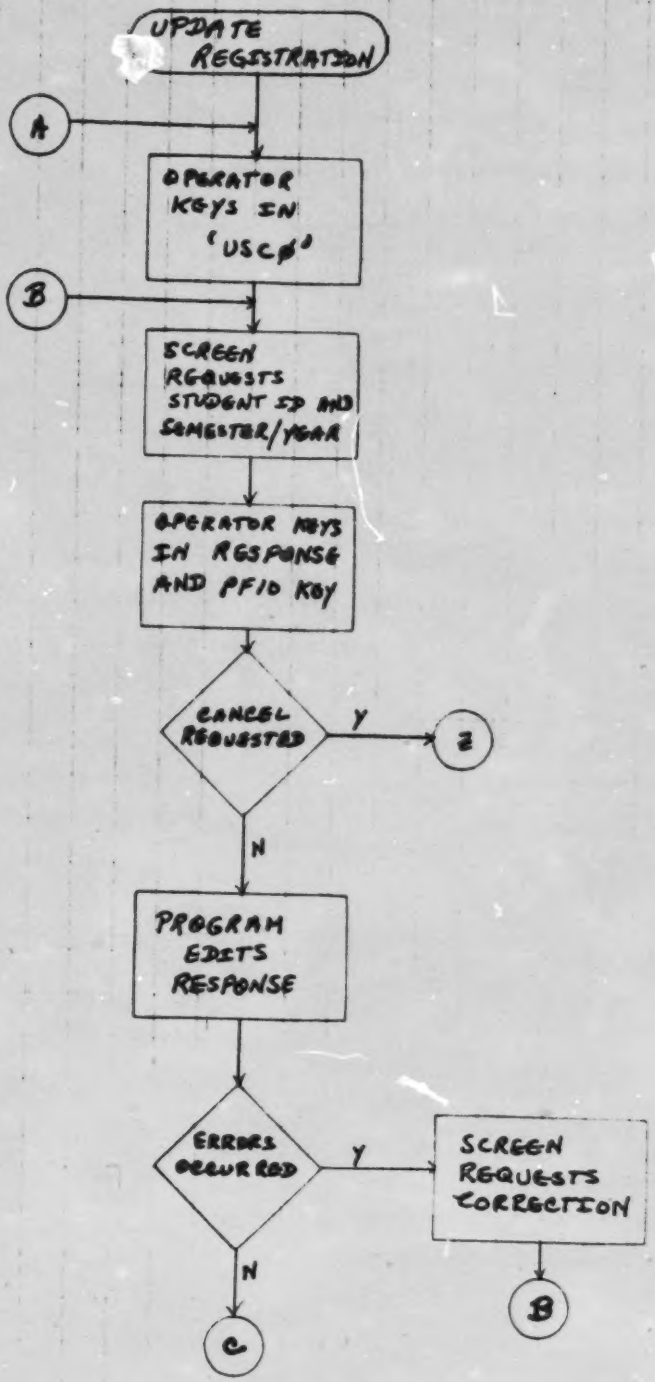
REGISTRATION

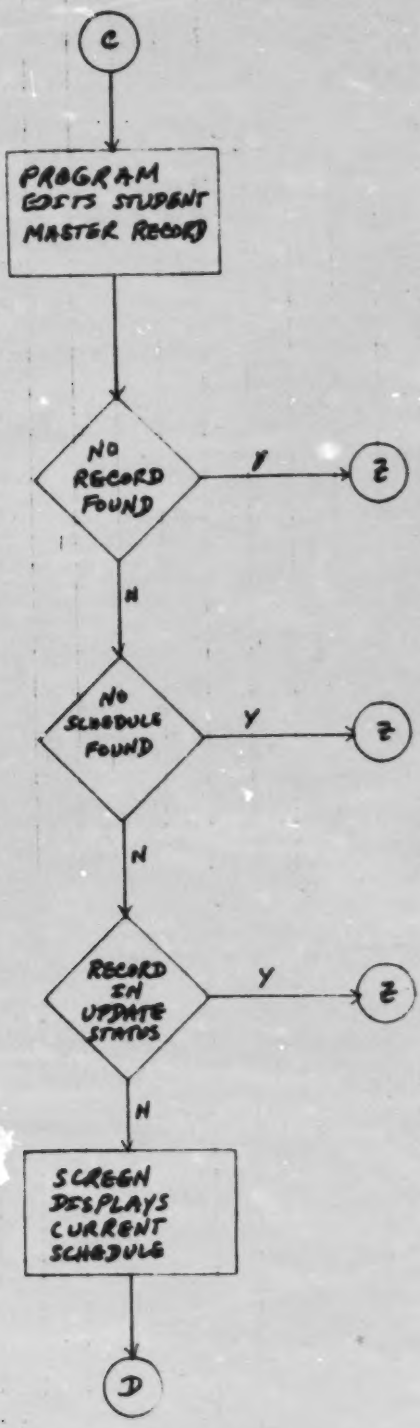


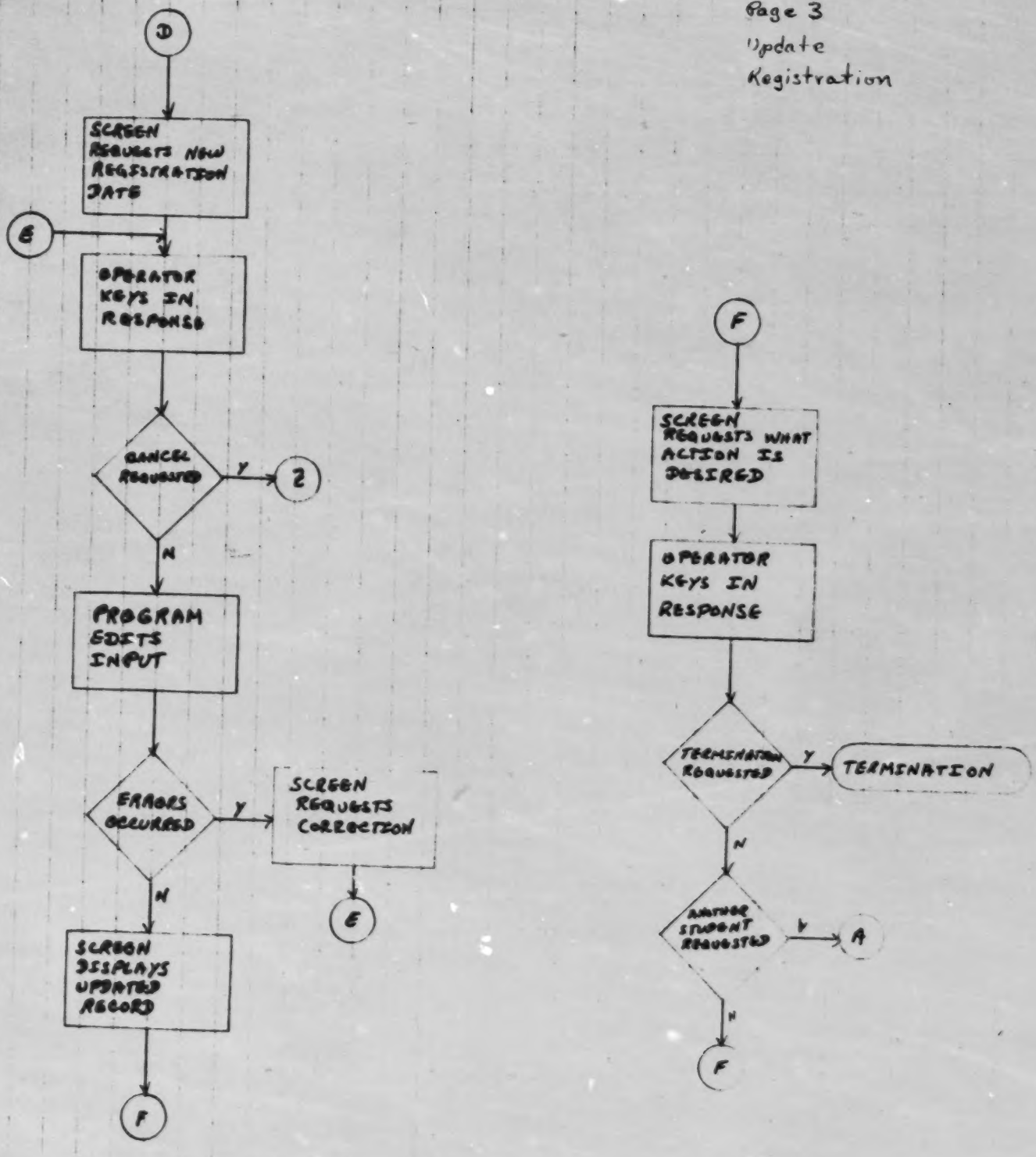

G
SCREEN DISPLAYS FEES AND REQUESTS INS, PARKING + WAIVERS AS APPLICABLE
H
OPERATOR KEYS IN RESPONSE
RETURN TO REGISTRATION REQUESTED
Y
SCREEN DISPLAYS REQUESTED SCHEDULE
D2
N
CANCEL REQUESTED
Y
Z
N
PROGRAM EDITS INPUT
ERRORS OCCURRED
Y
SCREEN DISPLAYS ERROR AND REQUESTS CORRECTION
H
N
I

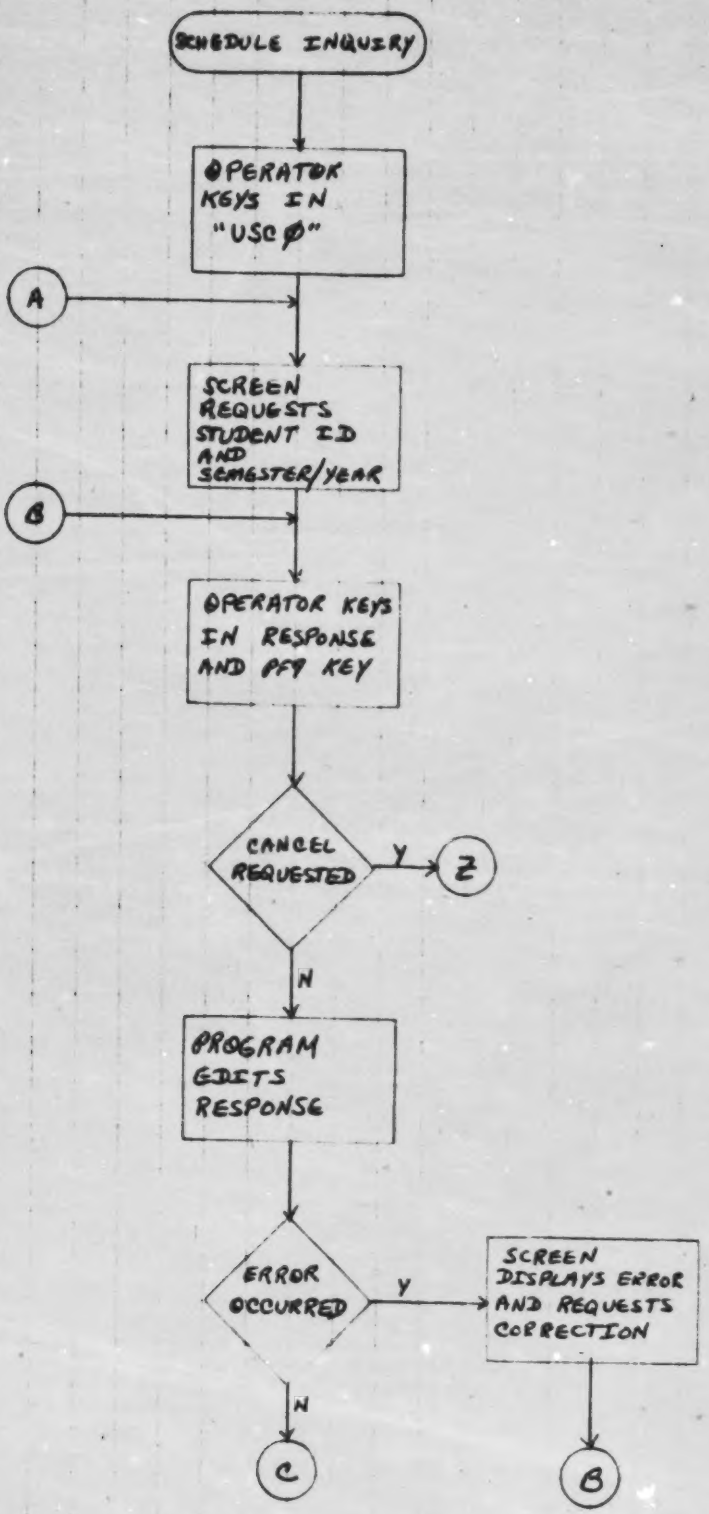

I
SCREEN DISPLAYS COMPLETED BELL AND REQUESTS, UPDATE, CANCEL, RE-COMPUTE, OR RETURN TO REGISTRATION
OPERATOR KEYS IN RESPONSE
UPDATE REQUESTED
Y
SCREEN DISPLAYS UPDATED STUDENT RECORD
J
SCREEN REQUESTS WHAT ACTION IS DESIRED
N
RE-COMPUTE REQUESTED
Y
G
OPERATOR KEYS IN RESPONSE
N
RETURN REQUESTED
Y
SCREEN DISPLAYS REQUESTED SCHEDULE
D2
N
CANCEL REQUESTED
Y
Z
N
I
TERMINATION REQUESTED
Y
TERMINATION
N
ANOTHER STUDENT REQUESTED
Y
A
N
J

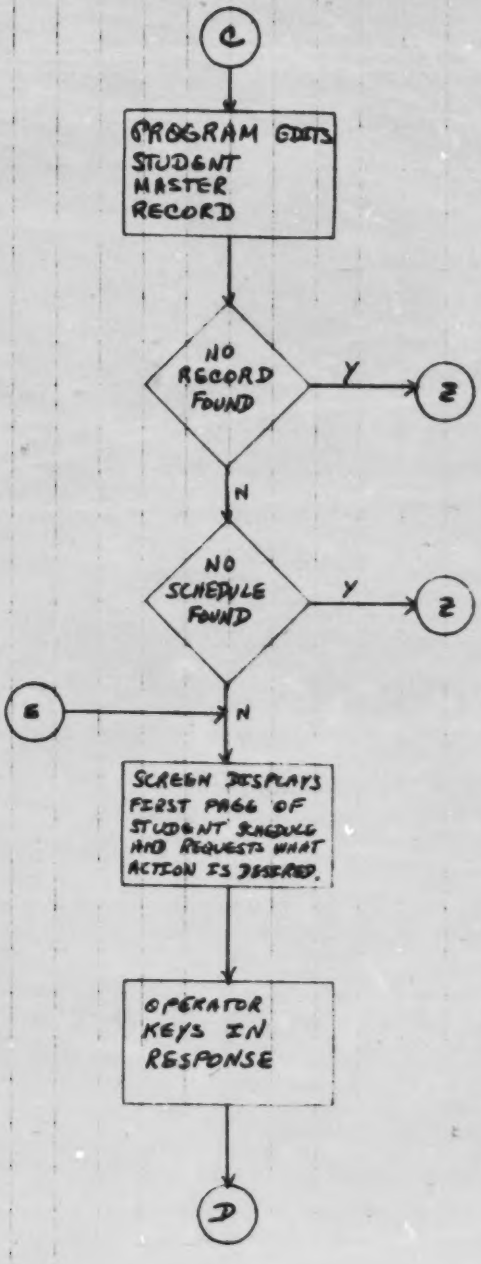

Z
CURRENT TRANSACTION IS NULLIFIED
Y
SCREEN REQUESTS WHAT ACTION IS DESIRED
OPERATOR KEYS IN RESPONSE
TERMINATION REQUESTED
Y
TERMINATION
N
ANOTHER STUDENT REQUESTED
Y
A
N
Y


UPDATE REGISTRATION
A
OPERATOR KEYS IN 'USC#'
B
SCREEN REQUESTS STUDENT ID AND SEMESTER/YEAR
OPERATOR KEYS IN RESPONSE AND PF10 KEY
CANCEL REQUESTED
Y
2
N
PROGRAM EDITS RESPONSE
ERRORS OCCURRED
Y
SCREEN REQUESTS CORRECTION
B
N
C

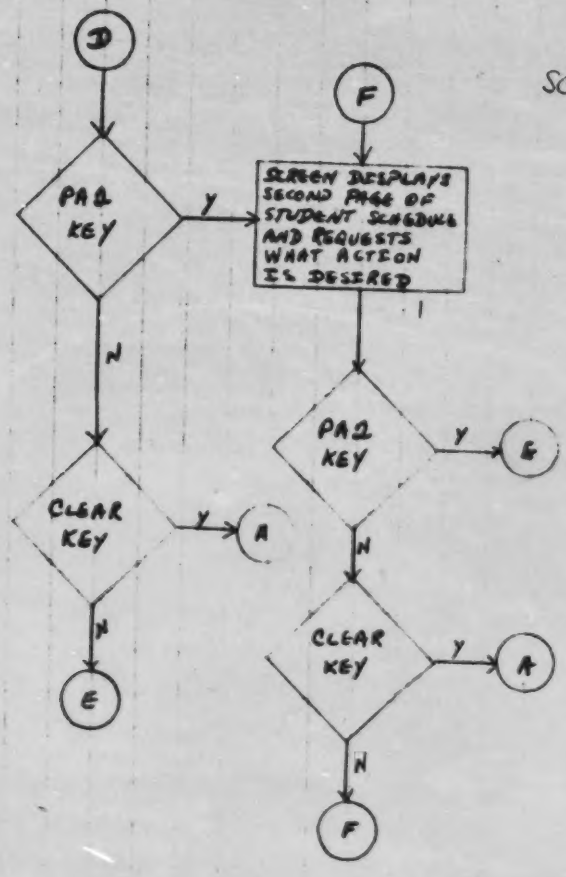

C
PROGRAM EDITS STUDENT MASTER RECORD
NO RECORD FOUND
Y
Z
N
NO SCHEDULE FOUND
Y
Z
N
RECORD IN UPDATE STATUS
Y
Z
N
SCREEN DISPLAYS CURRENT SCHEDULE
D

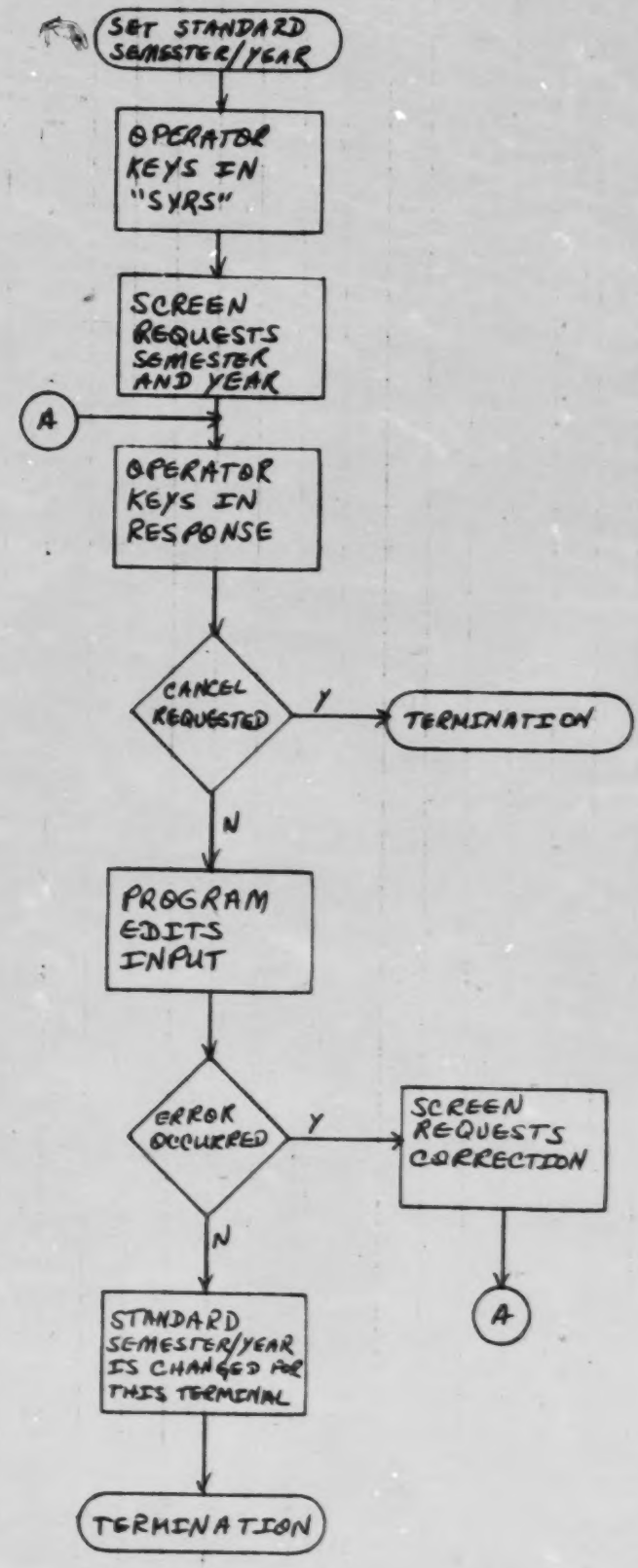

D
SCREEN REQUESTS NEW REGISTRATION DATE
E
OPERATOR KEYS IN RESPONSE
CANCEL REQUESTED
Y
2
N
PROGRAM EDITS INPUT
ERRORS OCCURRED
Y
SCREEN REQUESTS CORRECTION
E
N
SCREEN DISPLAYS UPDATED RECORD
F
F
SCREEN REQUESTS WHAT ACTION IS DESIRED
OPERATOR KEYS IN RESPONSE
TERMINATION REQUESTED
Y
TERMINATION
N
ANOTHER STUDENT REQUESTED
Y
A
N
F

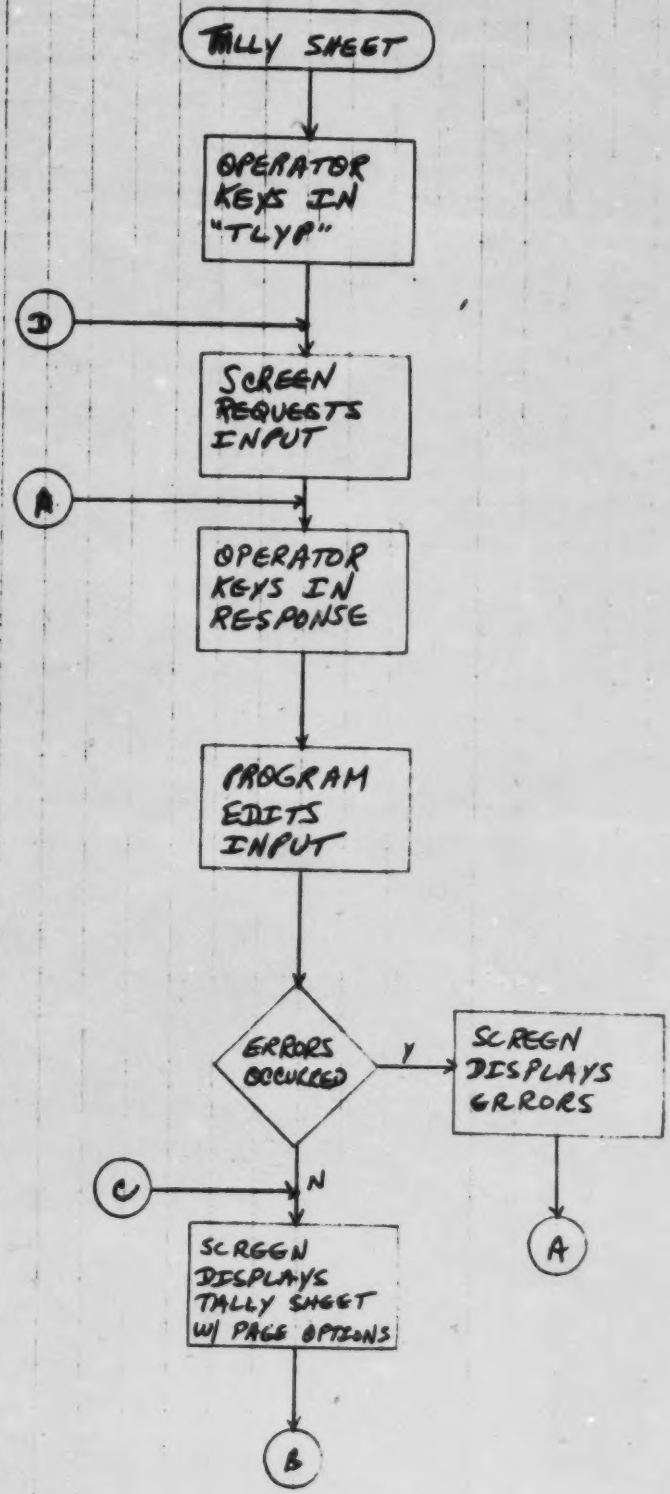

SCHEDULE INQUIRY
OPERATOR KEYS IN "USC Ø"
A
SCREEN REQUESTS STUDENT ID AND SEMESTER/YEAR
B
OPERATOR KEYS IN RESPONSE AND PF9 KEY
CANCEL REQUESTED
Y
Z
N
PROGRAM EDITS RESPONSE
ERROR OCCURRED
Y
SCREEN DISPLAYS ERROR AND REQUESTS CORRECTION
N
C
B

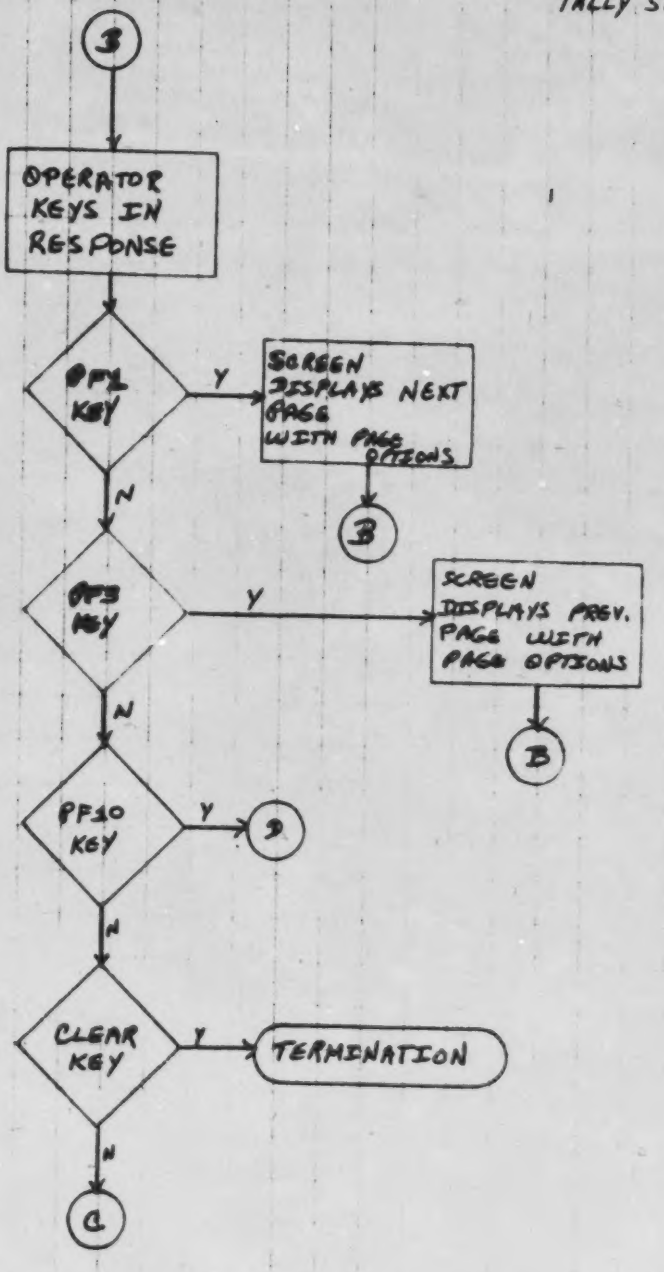

C
PROGRAM GETS STUDENT MASTER RECORD
NO RECORD FOUND
Y
Z
N
NO SCHEDULE FOUND
Y
Z
E
N
SCREEN DISPLAYS FIRST PAGE OF STUDENT SCHEDULE AND REQUESTS WHAT ACTION IS DESIRED.
OPERATOR KEYS IN RESPONSE
D

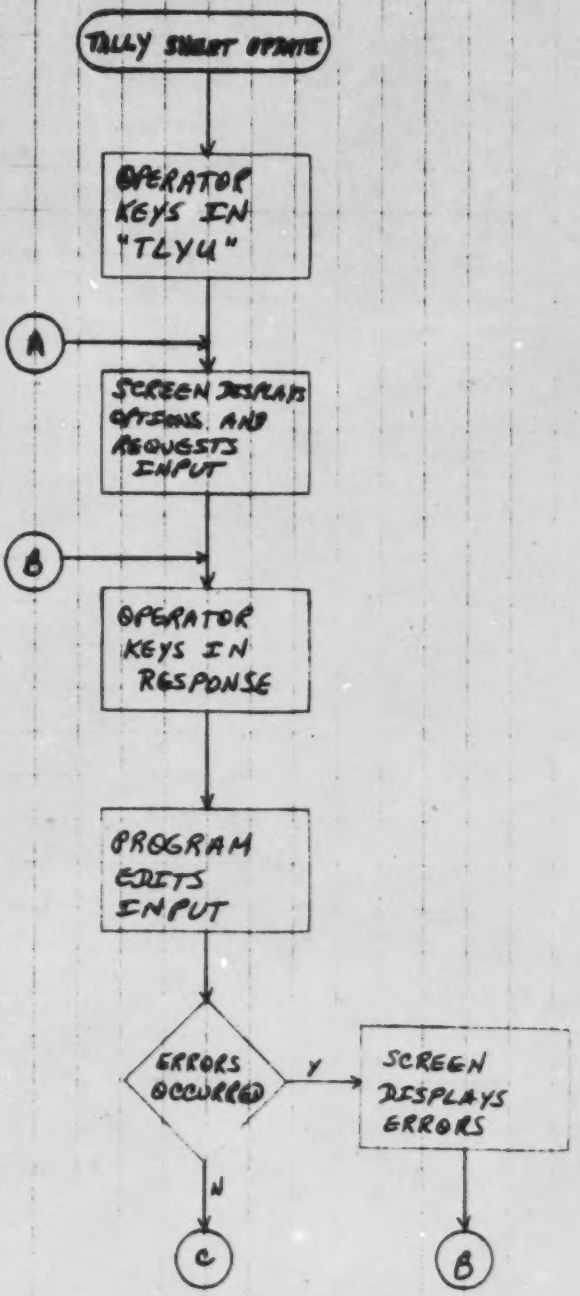
SCHEDULE INQUIRY



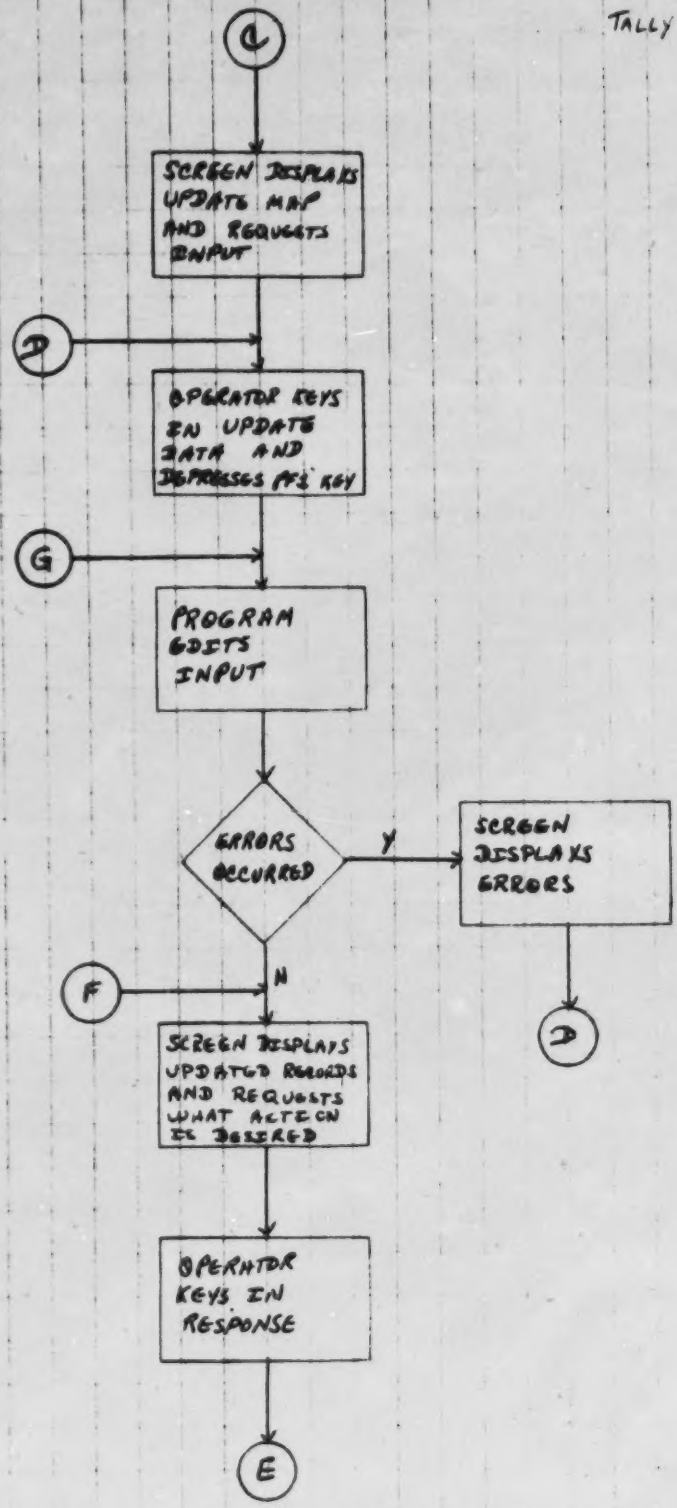

SET STANDARD SEMESTER/YEAR
OPERATOR KEYS IN "SYRS"
SCREEN REQUESTS SEMESTER AND YEAR
A
OPERATOR KEYS IN RESPONSE
CANCEL REQUESTED
Y
TERMINATION
N
PROGRAM EDITS INPUT
ERROR OCCURRED
Y
SCREEN REQUESTS CORRECTION
A
N
STANDARD SEMESTER/YEAR IS CHANGED FOR THIS TERMINAL
TERMINATION


TALLY SHEET
OPERATOR KEYS IN "TLYP"
D
SCREEN REQUESTS INPUT
A
OPERATOR KEYS IN RESPONSE
PROGRAM EDITS INPUT
ERRORS OCCURRED
Y
SCREEN DISPLAYS ERRORS
C
N
SCREEN DISPLAYS TALLY SHEET W/ PAGE OPTIONS
A
B

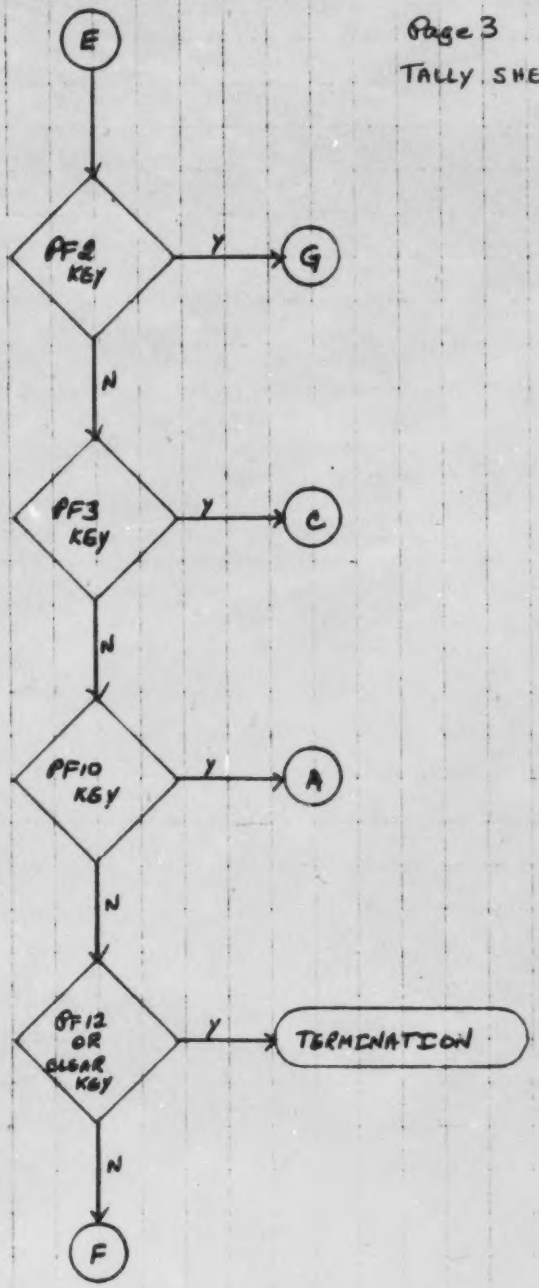

3
OPERATOR KEYS IN RESPONSE
PF1 KEY
Y
SCREEN DISPLAYS NEXT PAGE WITH PAGE OPTIONS
B
N
PF3 KEY
Y
SCREEN DISPLAYS PREV. PAGE WITH PAGE OPTIONS
B
N
PF10 KEY
Y
D
N
CLEAR KEY
Y
TERMINATION
N
C


TALLY SHEET UPDATE
OPERATOR KEYS IN "TLYU"
A
SCREEN DISPLAYS OPTIONS AND REQUESTS INPUT
B
OPERATOR KEYS IN RESPONSE
PROGRAM EDITS INPUT
ERRORS OCCURRED
Y
SCREEN DISPLAYS ERRORS
N
C
B

TALLY SHEET UPDATE



TALLY SHEET UPDATE



E. Reports

1. Transaction Listing
   a. This list is produced daily.
   b. Shows the current student schedule and what types of changes are processed against the record.
2. Student Invoice and Billing Transactions
   a. This list is produced daily during that part of the registration period when the invoices are printed.
   b. Lists the invoice records generated by the on-line registration system.
3. Student Invoices
   a. Invoices are produced daily during that period of registration where the student receives a bill rather than paying on the same day.
   b. The invoices are mailers which show the student schedule and the student account.
4. Admission/Registration Statistics
   a. The registration statistics are printed for one semester.
   b. Statistics are number of students registered by campus within residence within load hours.
   c. Percent of total residence and percent of total load hours is also computed and printed for each category.
   d. Totals are by residence, campus and total college.

II. Operating Instructions

A. Input Forms

69

MONTGOMERY COLLEGE

NOTICE OF WITHDRAWAL

STUDENT NAME (LAST, FIRST, INITIAL)

DATE ▷

DO NOT WRITE IN THIS SPACE

SOCIAL SECURITY NUMBER

EFFECTIVE DATE* MO. DAY YR.

CAMPUS AT
R ☐ Rockville
T ☐ Takoma Park
G ☐ Germantown

Are you receiving financial aid?
1 ☐ Yes 2 ☐ No

TODAY'S DATE

REASON FOR WITHDRAWING (REFUNDS WILL BE GRANTED IN ACCORDANCE WITH THE SCHEDULE SET FORTH IN THE COLLEGE CATALOG)

STUDENT'S SIGNATURE DATE

COUNSELOR'S SIGNATURE DATE

*WHEN THE EFFECTIVE DATE IS EARLIER THAN TODAY'S DATE, THE FOLLOWING SECTION MUST BE COMPLETED

COLLEGE USE ONLY:

THIS IS TO CERTIFY THAT THE PROPER SIGNED MEDICAL FORMS OR MILITARY INDUCTION FORMS ARE ON FILE IN THE STUDENT'S FOLDER TO VERIFY A RETROCATIVE WITHDRAWAL DATE.

COUNSELOR'S SIGNATURE DATE

ASSOCIATE DEAN OF STUDENTS DATE

MC FORM 7.392 (10/9/75)

1. REGISTRAR

OFFICE ELECTRONICS, INC. 703-370-2945

MONTGOMERY COLLEGE
ROCKVILLE, TAKOMA PARK, GERMANTOWN, MD.

STUDENT NAME (LAST, FIRST, INITIAL)

SEMESTER
1 ☐ FALL
2 ☐ SPRING
3 ☐ SUMMER

SOCIAL SECURITY NUMBER

CAMPUS AT
R ☐ ROCKVILLE
T ☐ TAKOMA PARK
G ☐ GERMANTOWN
O ☐ OFF CAMPUS

CHECK THE BOX INDICATING YOUR REQUESTED CHANGE.
PRINT CLEARLY. PRESS HARD.
YOU MAY ENTER AS MANY AS FIVE (5) CHANGES ON THIS FORM.
FOR DROP, INSTRUCTOR APPROVAL IS NOT REQUIRED.

	CAMPUS, COURSE NUMBER	SECTION	SEM HRS
☐ DROP ☐ ADD FOR CREDIT ☐ ADD FOR AUDIT ☐ AUDIT TO CREDIT ☐ CREDIT TO AUDIT	INSTRUCTOR'S APPROVAL (FOR ADD ONLY)	DATE	
☐ DROP ☐ ADD FOR CREDIT ☐ ADD FOR AUDIT ☐ AUDIT TO CREDIT ☐ CREDIT TO AUDIT	INSTRUCTOR'S APPROVAL (FOR ADD ONLY)	DATE	
☐ DROP ☐ ADD FOR CREDIT ☐ ADD FOR AUDIT ☐ AUDIT TO CREDIT ☐ CREDIT TO AUDIT	INSTRUCTOR'S APPROVAL (FOR ADD ONLY)	DATE	

ADVISER'S APPROVAL

DATE

SCHEDULE CHANGE FORM

DO NOT WRITE IN THIS SPACE

EFFECTIVE DATE

PROCESSED TRANS ID

ADD/DROP FEE: YES ☐ NO ☐

IF NO FEE, CHECK REASON:
☐ (1) PRIOR 1ST WEEK OF CLASS
☐ (2) ADMINISTRATIVE ACTIONS
☐ (3) WAIVED - APPROVED BY _____ SIGNATURE

	CAMPUS, COURSE NUMBER	SECTION	SEM HRS
☐ DROP ☐ ADD FOR CREDIT ☐ ADD FOR AUDIT ☐ AUDIT TO CREDIT ☐ CREDIT TO AUDIT	INSTRUCTOR'S APPROVAL (FOR ADD ONLY)	DATE	
☐ DROP ☐ ADD FOR CREDIT ☐ ADD FOR AUDIT ☐ AUDIT TO CREDIT ☐ CREDIT TO AUDIT	INSTRUCTOR'S APPROVAL (FOR ADD ONLY)	DATE	

DO NOT WRITE IN THIS SPACE

REGISTRAR APPROVAL

CHARGES

C A S H I E R

DATE

RECEIPT NO.

AMOUNT

SP-217 (6/76) 35M

65

WHITE "REGISTRAR" YELLOW "STUDENT"

70

MONTGOMERY COLLEGE
REGISTRATION FORM

ENTER OR CORRECT PERSONAL DATA WHERE INDICATED, INCLUDING AT UPPER RIGHT
ENTER DATA ON UPPER LINES CORRECT PRE-PRINTED DATA ON LOWER LINES

SOC. SEC. NO
ENTER →
CORRECT →

NAME (LAST, FIRST)
ENTER →
CORRECT →

STREET ADDRESS
ENTER →
CORRECT →

CITY, STATE, ZIP
ENTER →
CORRECT →

TELEPHONE NO
ENTER →
CORRECT →

MARITAL STATUS
☐ 1. Single ☐ 2. Married

STUDENTS DO NOT WRITE BELOW THIS LINE

	RES
TRANS ID	
REGISTRATION FEE	
TUITION HRS.	
ACTIVITY FEE	
LATE FEE	
SUBTOTAL	
INSURANCE	
PARKING	
TOTAL	

NAME

SOC. SEC. NO

CURRICULUM

STUDENT SURVEY

1. Are you employed? ☐ 1. Full-time (20 hours or more per week) ☐ 2. Part-time (less than 20 hours per week) ☐ 3. Not employed

2. If you are employed, is your work related to the curriculum or courses in which you are enrolled? ☐ 1. Yes ☐ 2. No

3. Do you expect to graduate or complete your studies at **MONTGOMERY COLLEGE** this school year? ☐ 1. Yes ☐ 2. No

4. Which curriculum most closely corresponds to your course of study? (See listing on reverse side of this form) ☐☐

5. Do you desire the assistance of the College Job Placement Office to secure permanent full-time employment?
☐ 1. Yes, at end of fall semester,
☐ 2. Yes, at end of spring semester. ☐ 3. No.

NAME

SOC. SEC. NO

SEM./YEAR

INSURANCE See class schedule for Plans and amounts.
☐ I wish to purchase insurance plan [A] [B] [C] [D] (CIRCLE ONE)
at a cost of $
☐ I do not wish to purchase insurance

PARKING See class schedule for parking charges
Stickers are valid until the beginning of the Fall semester following the semester for which they are issued and may be ordered below by circling the box for number and type needed.

	MOTOR CYCLES ONLY	ALL OTHER VEHICLES
I do not have a sticker valid for the semester for which I am registering and need the following number	[1] [2] [3] [4]	[1] [2] [3] [4]
I have a sticker valid for the semester for which I am registering and need the following additional	[1] [2] [3] [4]	[1] [2] [3] [4]

COURSES REQUESTED

CAMPUS & COURSE NUMBER	SECTION	SEM HRS	DAY	TIME From	TIME To	ROOM & BUILDING	Check for Audit	INSTRUCTOR'S SIGNATURE REQUIRED FOR AUDIT — INSTRUCTOR	ALTERNATE CHOICES — CAMPUS & COURSE NUMBER

TOTAL SEM. HRS.

Student's Signature Date 66 Adviser Approval

B. Registration System Functions

Trans. ID	Function
1. USCØ	Schedule updates and inquiry
a. PF1 key	Maintenance
b. PF3 key	Complete Withdrawal
c. PF5 key	Drop/Add
d. PF7 key	Registration
e. PF9 key	Inquiry
f. PF10 key	Registration Update
2. TLYU	Tally sheet (Master Schedule seats)
3. TLYP	Tally sheet inquiry
4. SYRS	Change terminal standard semester/year

C. File Maintenance

1. Maintenance Processing

a. Before you begin maintenance, if your input is primarily for a semester other than the current semester, execute the Standard Semester (SYRS) transaction.

(1) This will change the standard processing semester of the terminal to the semester you need.

(2) If the SYRS transaction is not executed, you will have to type the semester each time you need a student's schedule for other than the current semester.

b. When the semester is set, type in "USCØ" and depress the ENTER key

* A c. The first screen will request a student I.D.

(1) You will also have the option at this point of entering a different semester if the standard one is not what you need.

B (2) Depress PF1 key after typing in the necessary data.

(3) If you depress the CLEAR key at this point, the current transaction will terminate.

d. Error Conditions

(1) Invalid semester/year entered.

(a) Screen will request correction.

(b) Return to step c. (2).

C (2) No record found

(a) No match on I.D. number.

(b) Transaction is terminated.

(3) No schedule found.

(a) No schedule on file for the requested semester.

(b) Transaction is terminated.

(4) Record currently in update status.

(a) Another terminal is attempting an update to the same student.

(b) Transaction is terminated.

(c) Re-try this I.D. number after 15 minutes.

D e. Screen will display student schedule for the requested semester and request input.

f. At this point, you may take one or any combination of the following actions:

(1) Change status code.

(a) Status 1 will drop the course.

(b) Status 2 will change the course to active and blank out drop date.

(c) Status 3 will reactivate the course.

(d) Status 9 will delete the entire course.

* Corresponds to Maintenance flow chart.

(2) Change a section--type in new section number over the old one.
(3) Add a section--type in section number on any blank line.
(4) Change or enter add and drop dates.
(5) Change or enter audit/F indicator.
(a) 1 = audit course
(2) F = F-grade

g. Related sections will be displayed on the screen but you may not make any changes to a related section. The program automatically applies changes to any related sections present.

h. After all input has been keyed on the screen, depress ENTER key.

i. If you depress CLEAR key at this point, the transaction will terminate and no updating will take place.

j. The program will edit the input.

k. The updated record will be shown on the screen.
(1) At this point, if errors occurred, error codes will be displayed adjacent to the course with the erroneous data and the screen will request that corrections be entered.
(a) A list of the error codes and their meanings are attached.
(b) Make the corrections on the screen.
(c) Go back to step h.
(2) If no errors occurred, the screen will request instructions to update, cancel or accept more input.

l. If you depress the PF2 key, you will return to step e.

m. If you depress the CLEAR key, the transaction will be terminated and no updating will take place.

n. If you depress the PF12 key, the program will update the student master record and display the updated record.
(1) After the update has occurred, the screen will ask whether you want to continue processing another record or to terminate processing.
(2) If you depress the PA2 key, you will return to step c.
(3) If you depress the clear key the processing will terminate and the terminal will be available for a new transaction I.D. to be entered.

MAINTENANCE PROCESSING
ERROR CODE DEFINITIONS

Error Code	Description of Error
100	Drop date invalid as entered.
102	Status code entered is invalid. Valid status codes are: 1 = drop 2 = active 3 = reactivate 9 = delete
104	Add date invalid as entered.
105	Section did not match the Master Schedule File.
106	Section canceled on the Master Schedule File.
107	Duplicate section--same section number is already on the student's record.
108	No drop date was entered. Program expects a drop date to be entered when status changes from 2 to 3.
109	A drop date was entered for a course with a status code 2.
110	F-grade entered for an audit course.
111	Course with no load hours found on the student's record.
113	Duplicate course and type--student's record already has another active section with the same course number and type code.
114	Invalid data entered for audit-F indicator. Valid codes are: 1 = audit F = F-grade Space
119	Section entered is a related section.
122	F-grade is an invalid entry for this course. Course must be dropped after the 11th week.
123	Drop date removed for a course which is a drop (status = 1) or a reactivate (status = 3).
124	Attempt to put an active course on the student's record when student is completely withdrawn.
125	Changed audit-F indicator for a canceled class. The audit-F indicator can only be "c" when the class is canceled.

2. Drop/Add Processing

a. If your drop/add transactions are for a semester other than the current semester then you should execute the Standard Semester (SYRS) transaction first.

b. Type in "USCØ" and depress the ENTER key.

* A c. The first screen will request a student I.D.

(1) You will also have the option at this point, of entering a different semester if the standard one is not what you need.

B (2) Depress the PF5 key after typing in the necessary data.

(3) If you depress the CLEAR key at this point, the current transaction will terminate.

d. Error conditions

(1) Invalid semester/year entered

(a) Screen will request correction.

(b) Return to step c. (2).

C (2) No record found.

(a) No match on I.D. number.

(b) Transaction is terminated.

(3) No schedule found

(a) No schedule on file for the requested semester.

(b) Transaction is terminated.

(4) Record currently in update status.

(a) Another terminal is attempting an update to the same student.

(b) Transaction is terminated.

(c) Re-try this I.D. number after a few minutes.

D e. Screen will display active courses for the requested semester and input is requested.

f. At this point, if the student is completely withdrawn, the transaction will terminate after displaying an error message.

g. At this point you should key in the Drop/Add transaction.

(1) To drop a course, change the status to 1 and/or enter the drop date. If you just change the status to 1, the program will enter the current date as drop date.

(2) To add a course, enter the section on the first available blank line.

(a) You may enter an add date. If none is entered, the program will enter current date in the add date.

(b) If the section entered is already on the student's record as a drop, the program will reactivate the dropped course. If an add date was entered, it will be ignored. The course will appear on the screen with the original add and drop dates and a status code 3.

(3) To change a course from audit to credit, move space to the audit indicator. Conversely, to change a course from credit to audit, change the audit indicator to 1.

* Corresponds to the Drop/Add flow chart.

* E h. When all changes are keyed, depress the ENTER key.
(1) At this point, if you depress the CLEAR key instead of the ENTER key, the transaction will terminate with no updating.
(2) If you depress the PF12 key, the program will accept no more input, the record is updated with any valid data entered with the ENTER Key and the program loops to step c.
(3) If you depress the PF10 Key, the program will proceed to the billing portion of this procedure.

i. The program will edit the input.

F (1) If errors occurred, an error code will appear adjacent to the course with the error.
(a) Error code definitions are attached.
(b) Correct the fields on the screen and return to step 10.
(2) If any courses are rejected due to time conflict, canceled classes or closed classes, the option for a display of alternate sections is available.
(a) To override a closed section condition, enter 999 in the error field.
(b) To override a time conflict, enter 888 in the error field.
(c) To override both conditions, enter 000 in the error field.

j. If alternate sections are desired, depress the PF2 key.
(1) Alternate sections will be displayed on the screen.
(2) Select the alternates and depress the ENTER key.
(a) The alternate selected does not have to be one of those shown on the screen.
(b) No alternate need be selected if none are suitable.
(3) The student's schedule with selected alternates, will come back on the screen and the program will return to step h.

k. After all changes are keyed and edited, depress the PF10 key to get to the billing process or the PF12 Key to update the student file and loop to step c.

G 1. Screen will display the billing information and request a fee waiver if applicable.
(1) If the add/drop fee should be waived, change the amount to zero on the screen.

H (2) Depress the ENTER key when ready. If the CLEAR key is depressed at this point, the transaction will be terminated with no updating.
(3) The PF2 key may be used at this point to return to the drop/add procedure (step e.).

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* Corresponds to the Drop/Add flow chart.

* I

m. Program will edit any input.
   (1) If an error occurred, the screen will display an error message and request correction
      (a) Key in corrected data and depress the ENTER key.
      (b) Program will return to step m.
      (c) If you depress the CLEAR key instead of the ENTER key, the transaction will terminate with no updating.
   (2) If no error occurred, the screen will compute display the completed bill.
      (a) At this point you can still waive the fee if it was not yet done.
      (b) If you want to waive the fee and recompute the bill, return to step 1. (1).

J

n. When the bill is correct, depress the PF12 key to update the student record.
   (1) Program will update the file and display the current record on the screen.

K

   (2) The screen will ask whether you want to access another student record or to terminate processing.
      (a) If you depress the PA2 key, you will return to step c.
      (b) If you depress the CLEAR key, processing will terminate and the terminal will be available for a new transaction I.D. to be entered.

* Corresponds to the Drop/Add flow chart.

DROP/ADD PROCESSING
ERROR CODE DEFINITIONS

Error Code	Description of Error
100	Drop date invalid as entered.
102	Status code entered is invalid. Only valid status code to enter is 1.
104	Add date invalid as entered.
105	No matching section on the Master Schedule File.
106	Section canceled on the Master Schedule File.
107	Duplicate section--same section number is already on the student's record.
111	Course with no load hours found on the student's record.
113	Duplicate course and type--student's record already has another active section with the same course number and type.
114	Invalid data entered for audit indicator. Valid data is: 1 = audit space = credit
117	Section closed on Master Schedule File.
118	Time conflicts with another active course in the student's record.
119	Section entered is a related section.

3. Complete Withdrawal Processing

a. If the complete withdrawal transactions are for a semester other than the current semester, execute the Standard Semester (SYRS) transaction before you begin.

* A b. Type in "USCØ" and depress the ENTER key.

c. The first screen will request a student I.D.

(1) You will also have the option at this point of entering a different semester if the standard one is not what you need.

B (2) Depress PF3 key after typing in the necessary data.

(3) If you depress the CLEAR key at this point, the current transactions will terminate.

d. Error Conditions

(1) Invalid semester/year entered.

(a) Screen will request correction.

(b) Return to step c. (2).

(2) No Record found.

C (a) No match on I.D. number

(b) Transaction is terminated.

(3) No schedule found

(a) No schedule on file for the requested semester.

(b) Transaction is terminated.

(4) Record currently in update status.

(a) Another terminal is attempting to update this student's record.

(b) Transaction is terminated.

(c) Re-try this I.D. number after a few minutes.

D e. Screen will display student schedule for the requested semester and request input.

f. At this point, you have the following alternatives:

(1) If the student is being withdrawn for the first time, then:

(a) If the withdrawn date is today then just depress the ENTER key.

(b) If the withdrawn date is not today then enter the proper withdrawn date and depress the ENTER key.

(2) If the student is already withdrawn then enter the change to withdrawn date. Enter the new date over old and depress the ENTER key.

(3) If you depress the CLEAR key at this point, the transaction will terminate and no updating will take place.

g. The only field you may change on this screen is withdrawn date. The program will automatically apply the changes to each course in the student's record.

h. The program will edit the input.

(1) At this point, if the withdrawn date entered was invalid, the screen will display an error message.

(2) Correct the withdrawn date and depress the ENTER key.

* Corresponds to Complete Withdrawal flow chart.

(3) The program will return to step h.
(4) You may also depress the CLEAR key here to terminate the transaction with no updating of the record.

i. If no error occurred, the screen will display the current record after the program has updated the record.

* F
(1) The screen will ask whether you want to continue processing another record or to terminate processing.
(2) If you depress the PA2 key, you will return to step c.
(3) If you depress the CLEAR key, the processing will terminate and the terminal will be available for a new transaction I.D. to be entered.

* Corresponds to the Complete Withdrawal flow chart.

4. Registration Processing.

a. If the registrations are for a semester other than the current semester, execute the Standard Semester (SYRS) transaction before you begin.

b. Type in "USCØ" and depress the ENTER key.

* A c. The first screen will request a student I.D.

(1) You will also have the option at this point of entering a different semester if the standard one is not what you need.

B (2) Depress the PF 7 key after typing in the necessary data.

(3) If you depress the CLEAR key at this point, the current transaction will terminate.

d. Error Conditions.

(1) Invalid semester/year entered.

(a) Screen will request correction.

(b) Return to step c. (2).

C (2) Schedule already present.

(a) Student is registered for the requested semester.

(b) Transaction is terminated.

(3) Record currently in update status.

(a) Another terminal is attempting an update to the same student.

(b) Transaction is terminated.

(c) Re-try this I.D. number after a few minutes.

(4) Student delinquent.

(a) Screen displays delinquency data and requests override.

(b) Type in "YES" or "NO" for override and depress ENTER key.

* "YES" will continue processing.

* "NO" or CLEAR key will terminate the transaction.

D e. Control will pass to the Admissions routine if admission is required. Refer to instructions for Admissions procedure.

f. Upon successful admittance, the screen will display a blank schedule.

(1) At first you will key in section numbers, add dates and audit indicator.

(a) If no add date is entered, program will use current date.

(b) If no audit indicator is entered, program will assume this is a credit course.

(2) Once the courses are added and displayed on the screen, you may want to make some changes.

(a) You may change the status to 1 which will remove the course from the student's schedule.

(b) You may enter a 1 in the audit indicator to change a course from credit to audit. Conversely, to change a course from audit to credit, you may move a space to audit indicator.

* Corresponds to Registration flow chart.

* E h. Depress the ENTER key. If you depress the CLEAR key at this point, the transaction will terminate. The student will be admitted but not registered.

F i. Program will edit input

(1) If errors occur, the screen will display error codes adjacent to the course with the error.

(a) Error code definitions are attached. Refer to the Drop/Add Error Code Definitions.

(b) Correct the errors on the screen and return to step h.

(2) If any sections were rejected due to time conflict, closed section, or canceled class, you will have the option of displaying alternates.

(a) To override a closed section, enter 999 in the error field.

(b) To override a time conflict, enter 888 in the error field.

(c) To override both conditions enter ØØØ in the error field.

j. If alternate sections are desired, depress the PF2 key.

(1) Alternate sections will be displayed on the screen.

(2) Select alternates and depress the ENTER key.

(a) The alternate selected does not have to be one of those shown on the screen.

(b) No alternates need be selected if none are suitable.

(3) The schedule screen will return with the selected alternates and the program will return to step i.

k. After all courses are keyed and edited, depress the PF10 key to get the billing process or the PF12 key to update the student file and loop to step c.

G l. Screen will display the billing information and request input.

(1) Key in zero for any waived fees.

(2) Key in insurance plan if student requests insurance.

(3) Key in data for parking

H m. Depress ENTER key. CLEAR key will terminate the transaction. You may return to the registration procedure at this point by depressing the PF2 key.

n. Program will edit input.

(1) If errors occurred, error messages will be displayed and correction requested.

(a) Correct errors on the screen.

(b) Return to step m.

I (2) If no errors occurred, you may still make changes for billing.

(a) You may waive a fee, select or change an insurance plan, add or change parking information.

* Corresponds to Registration flow chart.

(b) Return to step 1.

o. To update this student's record, depress the PF12 key.
   (1) Program will update the file and display the current record on the screen.
   (2) Screen will ask whether you want to access another student record or to terminate processing.
      (a) If you depress the PA2 key, you will return to step c.
      (b) If you depress the CLEAR key, processing will terminate and the terminal will be available for a new transaction I.D. to be entered.

* J

* Corresponds to Registration flow chart.

5. Update Registration Processing

a. If the registration date updates are for a semester other than the current semester, execute the Standard Semester (SYRS) transaction before you begin.

* A b. Type in "USCØ" and depress the ENTER key.

c. The first screen will request a student I.D.

(1) You will also have the option at this point of entering a different semester if the standard one is not what you need.

B (2) Depress the PF10 key after typing in the necessary data.

(3) If you depress the CLEAR key at this point, the current transaction will terminate.

d. Error Conditions

(1) Invalid semester/year entered.

(a) Screen will request correction.

(b) Return to step c. (2).

(2) No record found.

(a) No match on I.D. number.

(b) Transaction is terminated.

(3) No schedule found.

(a) No schedule on file for the requested semester.

(b) Transaction is terminated.

(4) Record currently in update status.

(a) Another terminal is attempting to update this student's record.

(b) Transaction is terminated.

(c) Retry this I.D. number after a few minutes.

D e. Screen will display Student schedule for the requested semester and request input.

E f. At this point, you have the following alternatives:

(1) If the student's registration is being deleted then enter spaces in the registration date field.

(2) If the registration date is to be changed then enter the new date and depress the ENTER key. If the new date is today then just depress the ENTER key.

(3) If you depress the CLEAR key at this point, the transaction will terminate and no updating will take place.

g. The only field you may change on this screen is registration date. The program will automatically apply the changes to each course in the student's record.

h. The program will edit the input.

(1) At this point, if the registration date entered was invalid, the screen will display an error message.

(2) Correct the registration date and depress the ENTER key.

(3) The program will return to step h.

* Corresponds to the Registration Update flow chart.

(4) You may also depress the CLEAR key here to terminate the transaction with no updating of the record.

i. If no error occurred, the screen will display the current record after the program has updated the record.

* F

(1) The screen will ask whether you want to continue processing another record or to terminate processing.

(2) If you depress the PA2 key you will return to step c.

(3) If you depress the CLEAR key the processing will terminate and the terminal will be available for a new transaction I.D. to be entered.

* Corresponds to the Registration Update flow chart

6. Schedule Inquiry Processing
   a. If the schedules to be accessed are for a semester other than the current semester, execute the Standard Semester (SYRS) transaction before you begin.
   b. Type in "USCØ" and depress the ENTER key.
   c. The first screen will request a student I.D.
      (1) You will also have the option, at this point, of entering a different semester if the standard one is not what you need.
      (2) Depress the PF9 key after typing in the necessary data.
      (3) If you depress the CLEAR key at this point the current transaction will terminate.
   d. Error Conditions.
      (1) Invalid semester/year entered.
         (a) Screen will request correction.
         (b) Return to step c. (2).
      (2) No record found.
         (a) No match on I.D. number.
         (b) Transaction is terminated.
      (3) No schedule found.
         (a) No schedule on file for the requested semester.
         (b) Transaction is terminated.
   e. Screen will display the student schedule for the requested semester.
      (1) If the entire schedule fits on one screen, then depress the CLEAR key when you are ready to return to step c.
      (2) If the schedule is over one page then you may either depress the PA2 key to see the next page or the CLEAR key to return to step c.
      (3) If you are viewing the second page of a student's schedule, you may depress the PA2 key to return to the first page or depress the CLEAR key to return to step c.

7. Standard Semester Processing.
   a. Type in "SYRS" and depress ENTER key.
   b. Screen will request semester and year.
      (1) Key in "FALL," "SPRING," or "SUMMER" and a 2-digit year.
      (2) Depress the ENTER key.
   c. Program will edit input.
      (1) If an error occurred, a message is displayed and correction is requested.
      (2) Correct the error and return to step b. (2).
   d. Program will store the semester entered and it is now the standard semester for your terminal.

8. Tally Sheet Processing
   a. Type in "TLYP" and depress ENTER key.
   b. The first screen will ask some questions.
      (1) The first one asks for a course to start with
         (a) Enter a course number or enter "A" if you want all courses.
         (b) The starting section is optional. Only enter a section if you want to start at that particular section.
      (2) Enter a campus code for question 2.
      (3) Enter a status code for question 3.
      (4) If question 3 calls for closed classes than you may want to enter an hour in question 4. This will display classes which closed after the hour entered on the current day.
      (5) Only answer question 5 if you want a semester other than the one shown on the screen.
   c. Depress the ENTER key when you have keyed in your responses.
   d. The program will edit your answers.
      (1) Errors will be indicated.
      (2) Correct any errors and return to step c.
   e. The Tally Sheet screen will appear. The bottom line will describe the paging options available.
   f. The program can page forward to the end of file. It can only page backward 3 pages beyond the current page.

9. Tally Sheet Update Processing
   a. Type in "TLYU" and depress ENTER key.
   b. The first screen will ask which campus you are updating and give you the option of updating a semester other than the current semester.
      (1) Enter a campus code.
      (2) Enter a different semester if desired.
      (3) Depress the ENTER key.
      (4) Program will edit input.
      (5) If errors occurred they will be displayed on the screen. Correct the errors and return to step b. (2).
   c. The next screen will request input for update.
      (1) Enter all data required.
      (2) Depress the PF1 key.
      (3) Program will edit the input.
      (4) Program will process all valid input.
      (5) Screen will display updated records and any errors.
      (6) If there were errors, correct them and return to step c. (2).
      (7) If no errors occurred, the following options are available:
         (a) Enter more data on the same screen and depress PF2 to update and return to step c. (3).
         (b) Depress the PF3 key to clear screen input areas and return to step c. (1).
         (c) Depress PF10 key to return to step b.
         (d) Depress PF12 key to terminate processing.

D. General Information for Terminal Operator

1. After you key in an I.D., always check the name on the input document against the name which appears on the screen to insure you have the correct record.
2. If you should change a field accidently and wish to restore the original data, move the cursor to the beginning of the field and depress the ERASE-EOF key. When the screen is returned after your input is accepted and processed, the original data will be back in the field.
3. The CLEAR key will always result in termination of the transaction.
4. Refer to the Terminal Operator's Guide for detailed description of terminal features and operation.

III. System Controls

A. Records Office Responsibilities

1. Maintain a file of source documents as backup for data keyed into the terminal.
2. Correct error listings generated by the system.
3. Verify the Daily Transaction listing.
4. Verify and mail invoices.
5. Notify Data Systems immediately of any irregularities which may indicate programming errors.

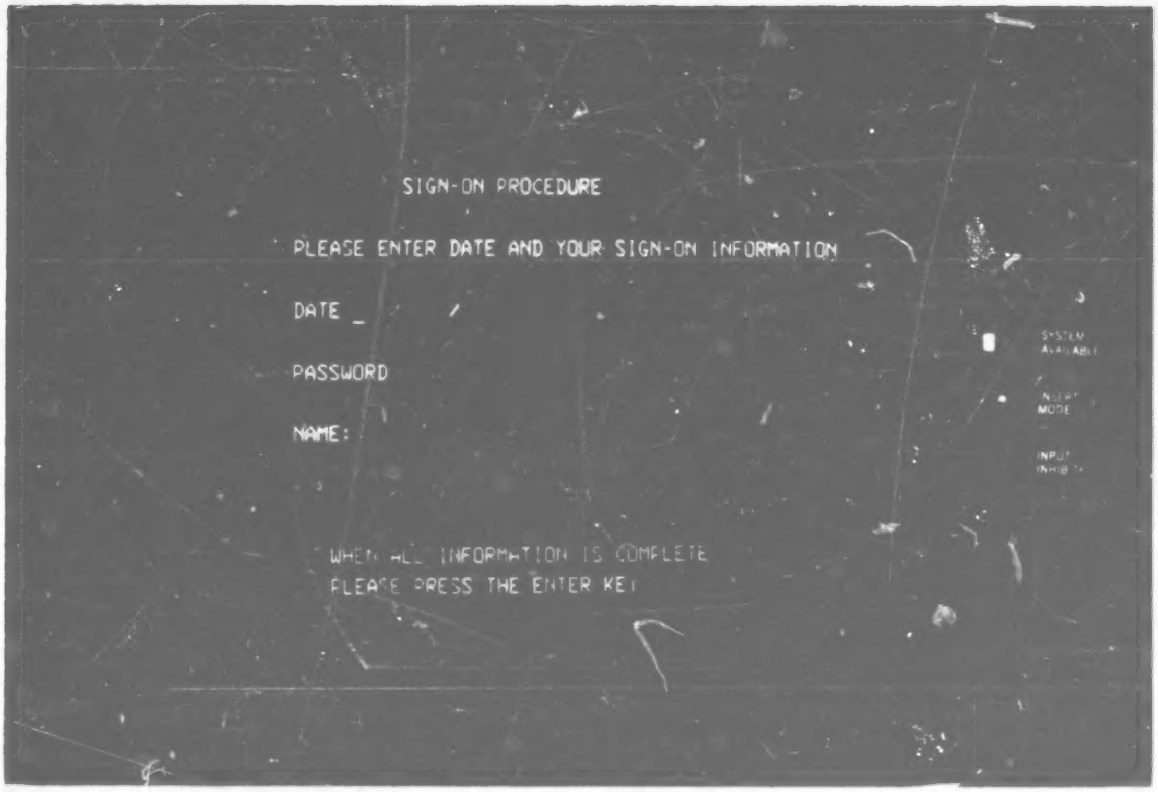
B. Data Systems Responsibilities

1. Provide data file backup procedures.
2. Notify users of machine and software problems and take immediate action to correct those problems.
3. Run daily Transaction Reports and Invoices.
4. Provide for interface with batch-mode systems (i.e. Billing and State Aid).
5. Correct any programming errors.

APPENDIX

A. Screen Formats

SIGN-ON SCREEN



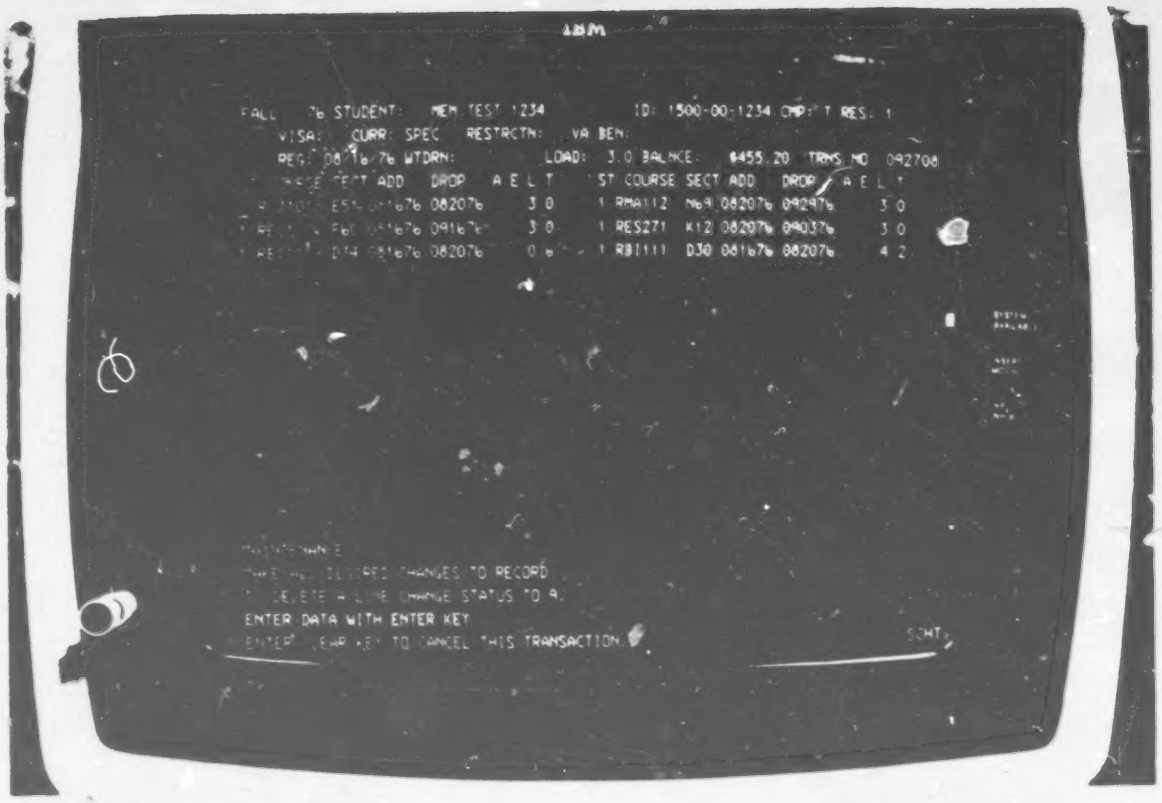
This screen is displayed after entering "SIGN." It is the first task an operator must perform before any other tasks on a terminal.

REGISTRATION-DROP/ADD

STANDARD SEMESTER AND
PLEASE ENTER STUDENT ID:
PLEASE ENTER SEMESTER AND YEAR IF NOT STANDARD:
DEPRESS PF1 KEY FOR MAINTENANCE.
PF3 KEY FOR COMPLETE WITHDRAWAL.
PF5 KEY FOR DROP ADD.
PF7 KEY FOR REGISTRATION.
PF9 KEY FOR SCHEDULE INQUIRY.

This screen appears after the operator keys in "USCØ." It is this screen which starts all schedule processing.

SCHEDULE MAINTENANCE

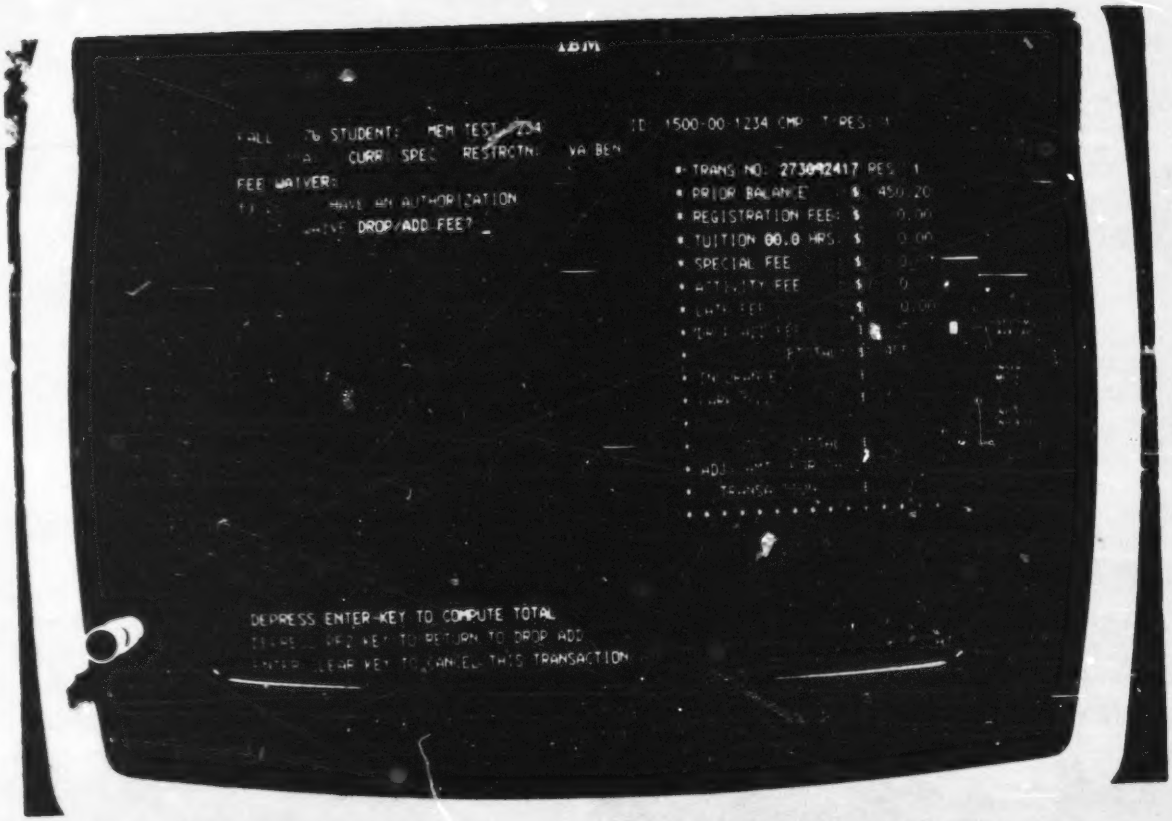


This screen is for schedule maintenance. Schedule changes are entered on the screen. Transaction number is the machine time (hhmmss) and is merely an information item at present.

IBM
FALL 76 STUDENT: MEM TEST 1234 ID: 1500-00-1234
VISA: CURR: SPEC RESTRCTN: VA BEN:
REG: 08/16/76 WTDRN: LOAD: 6.0 BALNCE: $450.20 TRMS NO: 092417
STAT COURSE SECT ADDED DROPPED E LOAD FROM TO DAYS A/F INSTR
1) 1 RCJ101 EST 08/16/76 08/20/76 3.0 13:00 13:50 M W F CLARK
2) 2 RMA112 N69 08/20/76 3.0 20:00 21:15 T H STUKEY
3)
ENTER ADD/DROP DATA WITH ENTER KEY
TO ADD, ENTER SECTION, TYPE, AND LINE
TO DROP, CHANGE STATUS TO
ENTER CLEAR KEY TO CANCEL THIS TRANSACTION

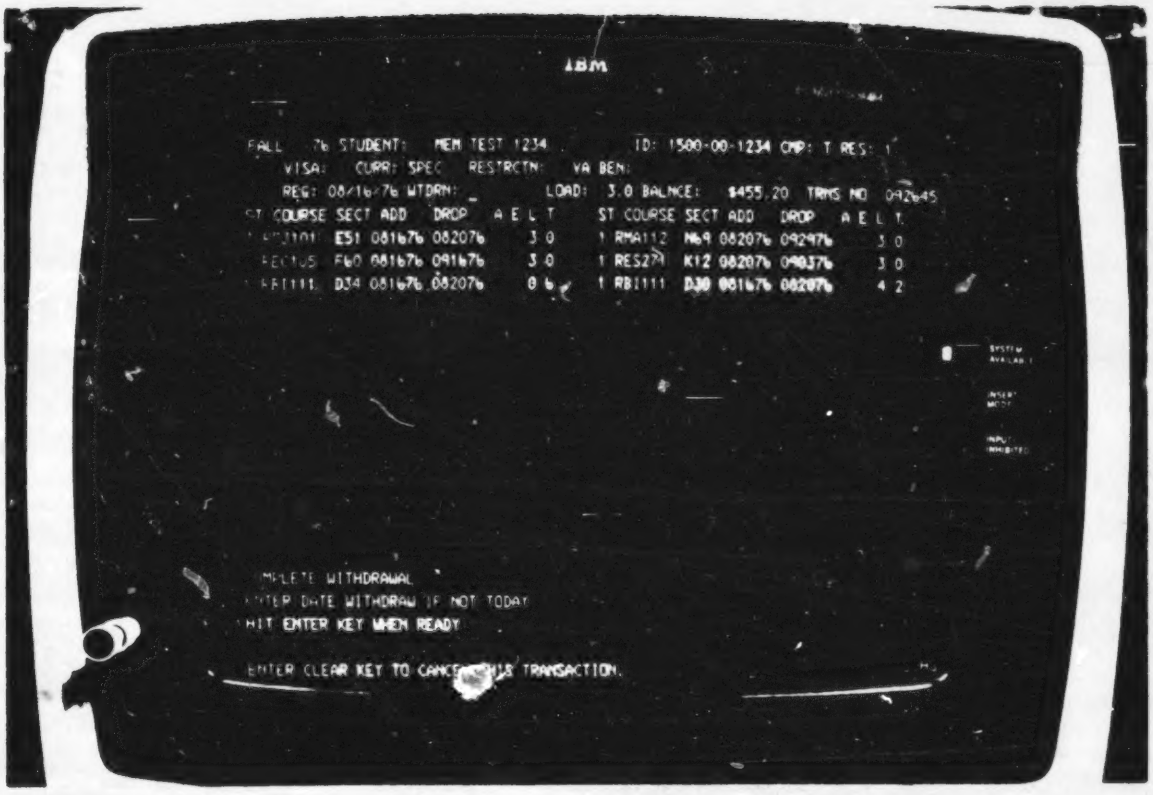
This screen is for processing drop/add's. The information is entered on the screen.

DROP/ADD BILLING


IBM
STUDENT: MEM TEST 234
ID: 1500-00 1234 CMP
CURR SPEC RESTRCTN: VA BEN
FEE WAIVER:
HAVE AN AUTHORIZATION
DROP/ADD FEE? _
TRANS NO: 273092417 RES: 1
PRIOR BALANCE $ 450.20
REGISTRATION FEE: $ 0.00
TUITION 00.0 HRS: $ 0.00
SPECIAL FEE $
UTILITY FEE $ 0
DEPRESS ENTER KEY TO COMPUTE TOTAL
ENTER CLEAR KEY TO CANCEL THIS TRANSACTION

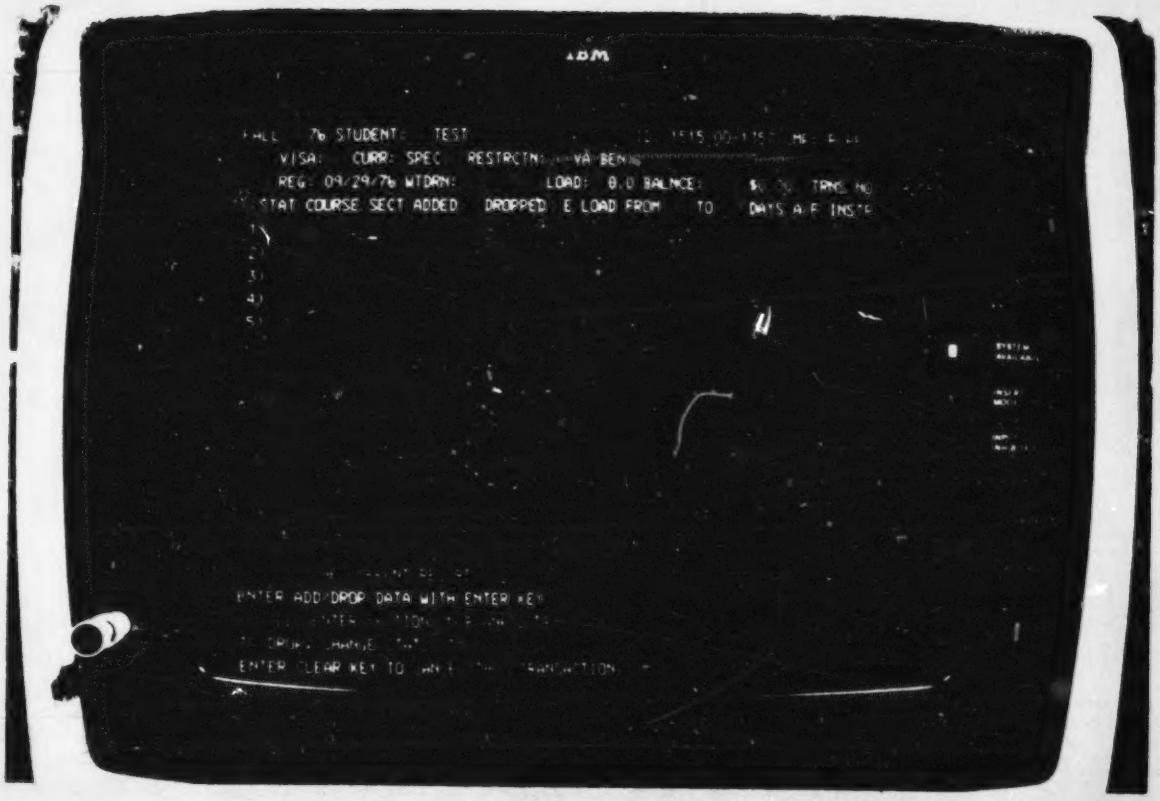
This screen shows the money owed as a result of the drop/add and allows for a drop/add fee waiver. The transaction number is Julian date and machine time (dddhhmmss). It is merely an information item at this time.

COMPLETE WITHDRAWAL

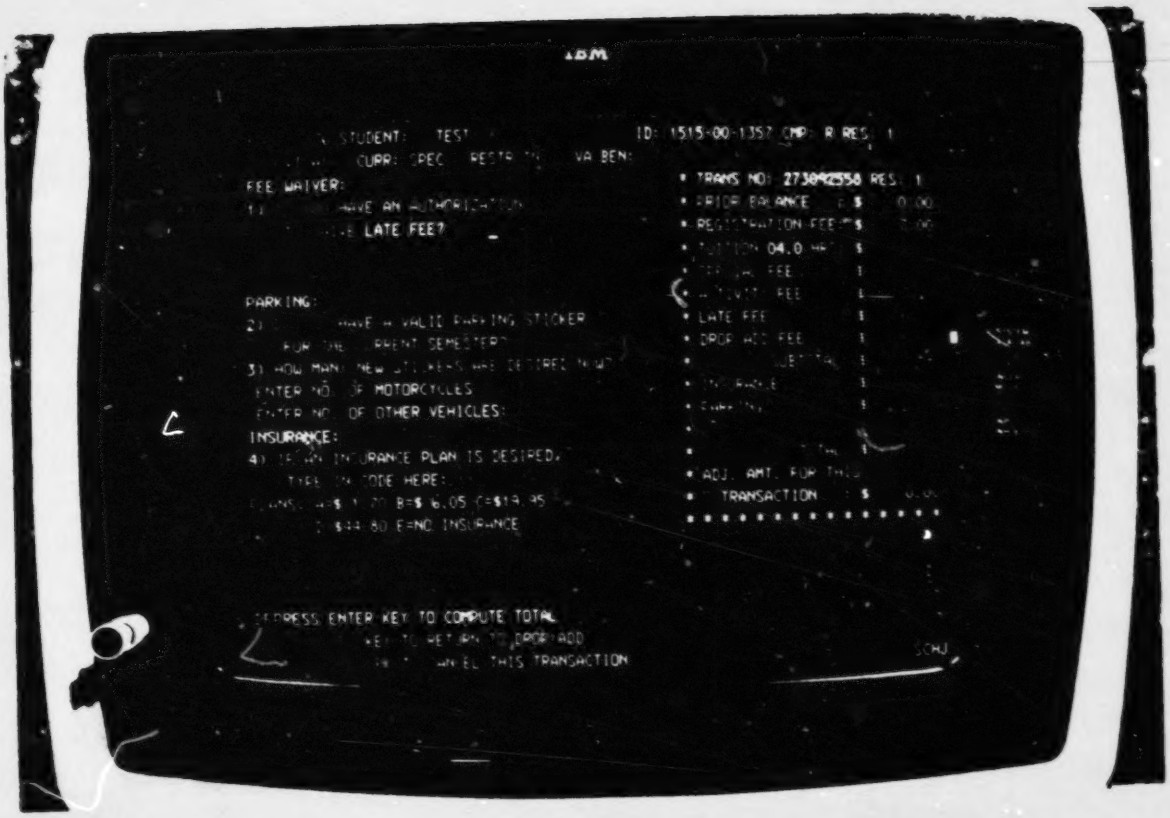

IBM
FALL 76 STUDENT: MEM TEST 1234 ID: 1500-00-1234 CMP: T RES: T
VISA: CURR: SPEC RESTRCTN: VA BEN:
REG: 08/16/76 WTDRN: LOAD: 3.0 BALNCE: $455.20 TRMS ND 092645
ST COURSE SECT ADD DROP A E L T ST COURSE SECT ADD DROP A E L T
1 ES1101 ES1 081676 082076 3 0 1 RMA112 M69 082076 092976 3 0
1 RESTUS F60 081676 091676 3 0 1 RESZ71 K12 082076 090376 3 0
1 RBI111 D34 081676 082076 0 6 1 RBI111 D30 081676 082076 4 2
COMPLETE WITHDRAWAL
ENTER DATE WITHDRAW IF NOT TODAY
HIT ENTER KEY WHEN READY
ENTER CLEAR KEY TO CANCEL THIS TRANSACTION.

This screen is for processing complete withdrawals. The withdrawn date is entered and the program applies this drop date to all active courses.

REGISTRATION

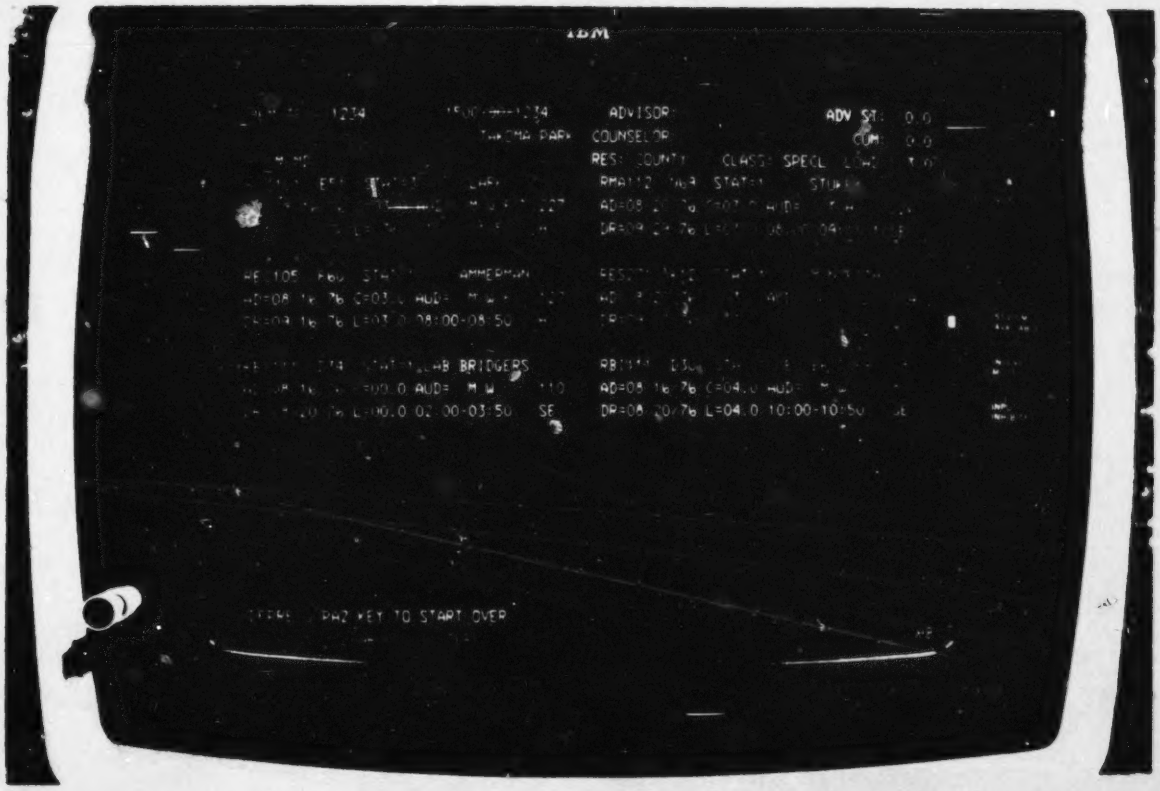


This screen is for registration. The section numbers should be entered.



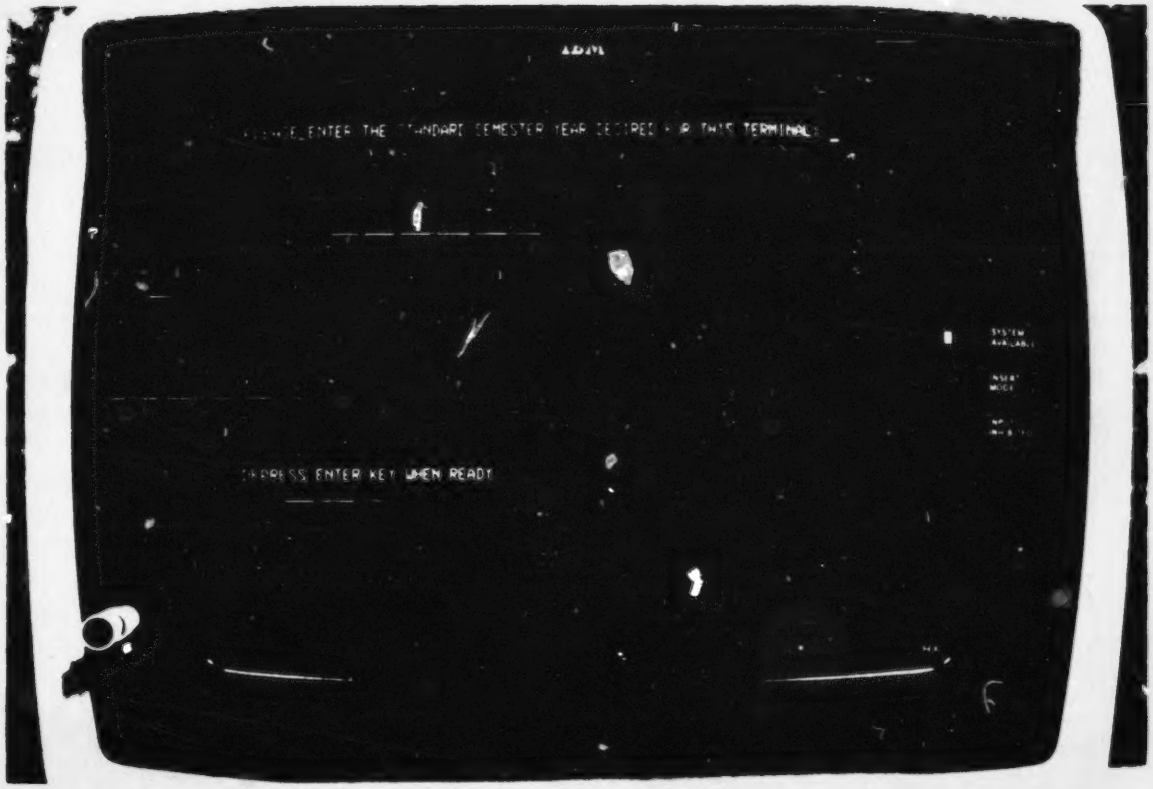
This screen shows the student bill and allows for input of parking, insurance and late fee waiver when applicable.

SCHEDULE INQUIRY



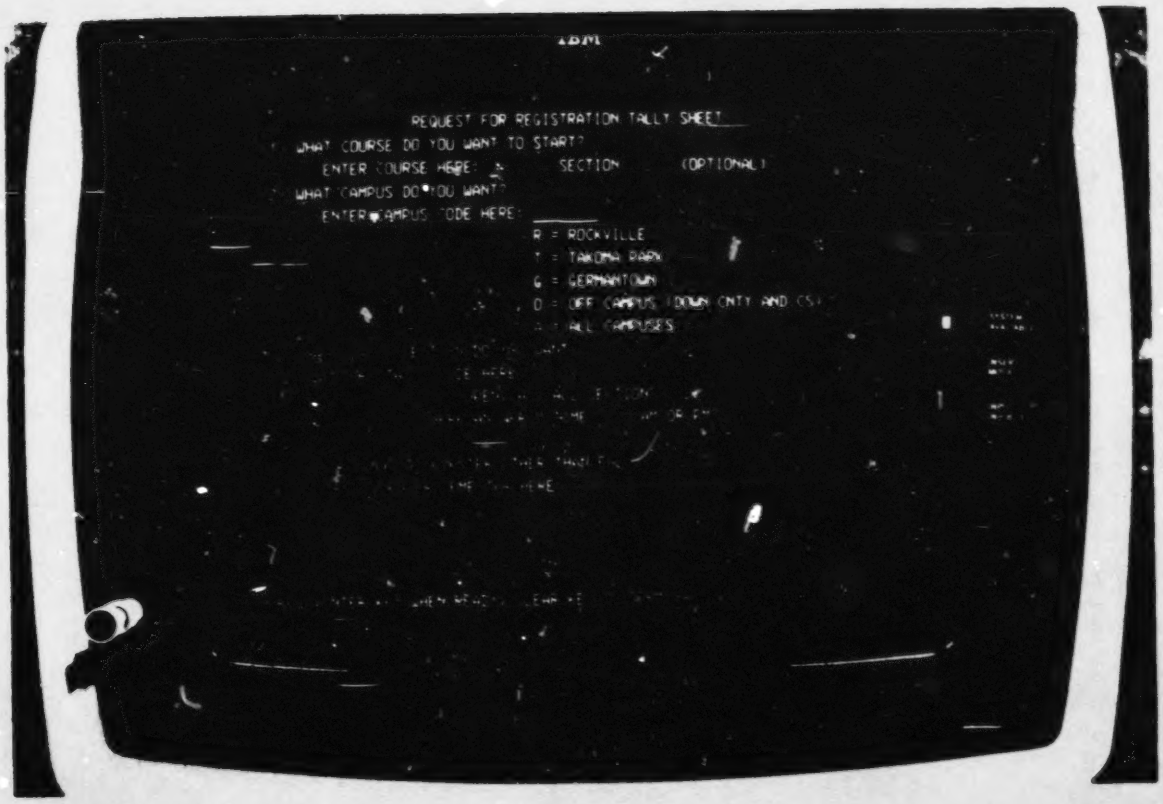
This screen is for a schedule inquiry. No information may be changed.

STANDARD SEMESTER/YEAR



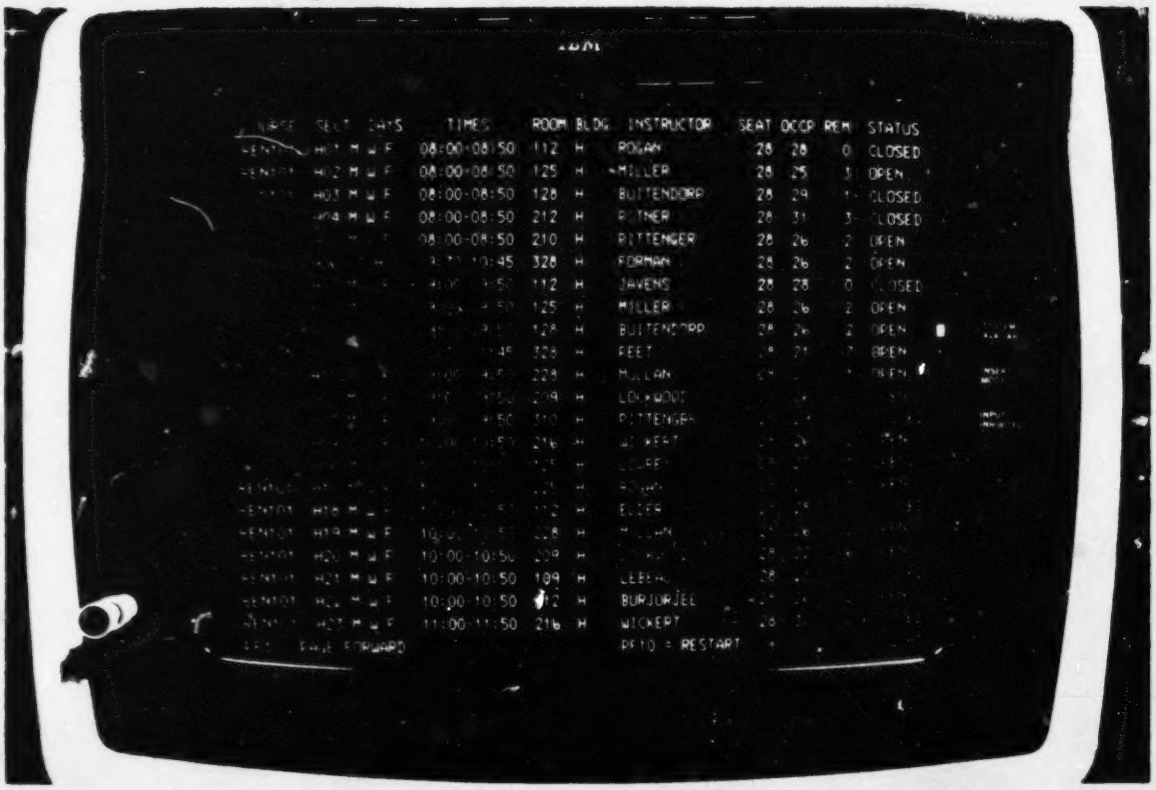
This screen appears after keying in "SYRS." The semester entered by the operator will override the current term for this terminal until the operator signs off or executes this transaction again.

TALLY SHEET


REQUEST FOR REGISTRATION TALLY SHEET
WHAT COURSE DO YOU WANT TO START?
ENTER COURSE HERE:
SECTION
(OPTIONAL)
WHAT CAMPUS DO YOU WANT?
ENTER CAMPUS CODE HERE:
R = ROCKVILLE
T = TAKOMA PARK
G = GERMANTOWN
O = OFF CAMPUS (DOWN CNTY AND CS)
A = ALL CAMPUSES

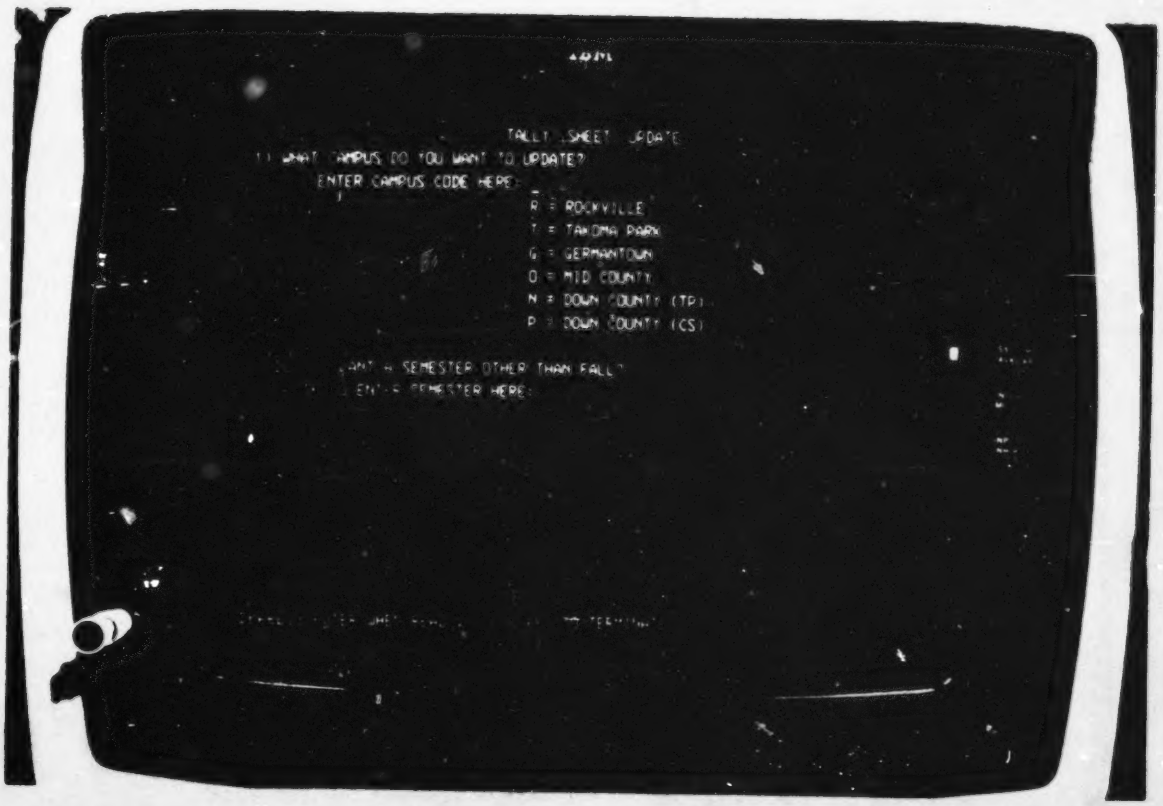
This screen starts the inquiry function for the Master Schedule file.

TALLY SHEET


IBM
ROOM BLDG INSTRUCTOR SEAT OCCP REM STATUS
112 H ROGAN 28 28 0 CLOSED
125 H MILLER 28 25 3 OPEN
128 H BUTTENDORF 28 29 1- CLOSED
212 H RITNER 28 31 3- CLOSED
210 H PITTENGER 28 26 2 OPEN
328 H FORMAN 28 26 2 OPEN
112 H JAVENS 28 28 0 CLOSED
125 H MILLER 28 26 2 OPEN
128 H BUTTENDORF 28 26 2 OPEN
328 H FEET 28 21 7 OPEN
228 H MULLAN OPEN
209 H LOCKWOOD
210 H PITTENGER
216 H WICKERT
112 H ELDER
228 H MULLAN
209 H
109 H LEBER
112 H BURJORJEE
216 H WICKERT 28
PF8 = FORWARD
PF10 = RESTART

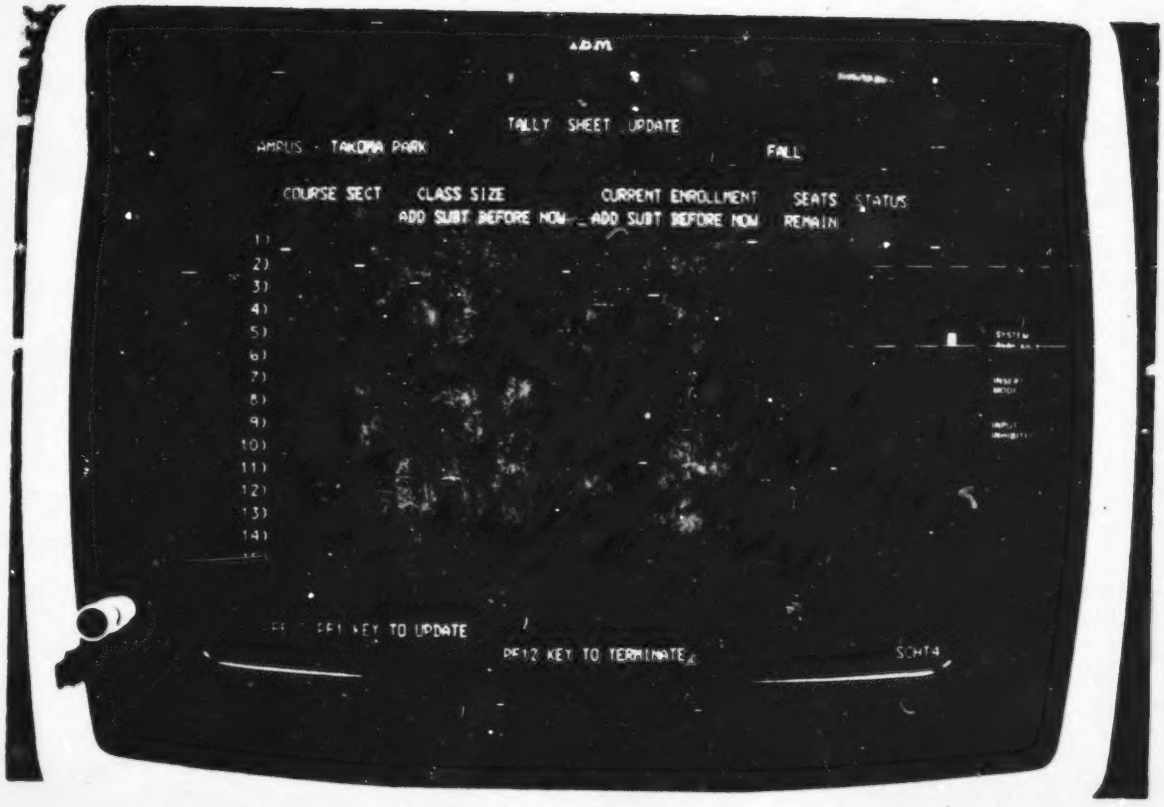
This screen displays the Tally Sheet. It is an inquiry function where no data may be changed. The operator may page forward and backward through the file.

TALLY SHEET UPDATE



This screen starts a tally sheet updata. It is displayed after keying in "TLYU."

TALLY SHEET UPDATE



This screen is for entering the update information for the Master Schedule file seats.

UNIVERSITY OF CALIF.
LOS ANGELES

DEC 23 1976

CLEARINGHOUSE FOR
JUNIOR COLLEGES